

**thrice
amended**

ADAMS COUNTY BOARD OF SUPERVISORS MONTHLY MEETING
ADAMS COUNTY BOARD ROOM
August 18th 2009, 6:00 p.m.

1. Call to Order by the Chair
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve the Agenda
7. Approval of the July 21st, and July 30th, 2009 County Board Minutes.
8. Public Participation (if requested by the County Board Chair)
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint 6 supervisors, to approve claims, Hartley, Kotlowski, Townsend, Johnson, Klingforth, and Keckeisen to review during recess.
10. **Correspondence:**
11. **Appointments:** Appoint Planning and Development Committee to conduct a public hearing on the formation of a proposed lake district.
12. **Unfinished Business:**
13. **Reports and Presentations:**
 - a. Administrative Coordinator/Director of Finance
 - b. Presentation 2008 audit
 - c. Update report on central kitchen by Carol Johnson

14. Review of Committee Minutes		
Ad Hoc Rules 7/14 Adams Cty Brd 7/21, 7/30 Admin & Fin 7/9 Airport 7/13 Exe 7/13	Health & Human 7/10, 7/28 Health Insur 7/28 Humane Society 7/9 Land Infor 6/25	LEPC 2/9, 8/10 Library 7/27 Plan & Dev 7/6 Resource & Rec 7/14, 8/4 Surveyor 8/5

15. **Resolutions:**

Res. #48: Adams County to adopt the Adams County All Hazards Mitigation Plan Update as an official plan and forward to Wisconsin Emergency Management and Federal Emergency Management officials for final review and approval.

Res. #49: To establish the Domestic Partnership License Fee as permitted by State Act No. 28 (2009 Budget Bill).

Res. #50: To increase the County Marriage Waiver Fee to \$25.00 as permitted by State Act No. 28 (2009 Budget Bill).

Res. #51: Resolution relating to CDBG rehabilitation project enforcing applicable non-violent and civil rights demonstration laws.

Res. #52: Resolution relating to CDBG rehabilitation project prohibiting use of excessive force.

Res. #53: Resolution authorizing the County Board Chair's authority to sign CDBG Grant documentation and meet necessary requirements.

Res. #54: To approve submission of a grant renewal application to fund a public transportation system and to allocate matching funds for the grant.

Res. #55: To create a Personnel (Human Resource) Director Position and re-organize the Corporation Counsel Office.

Res. #56: To offer an early retirement incentive consisting of extended health insurance coverage to eligible employees as a means of reducing over all staff in Adams County to assist in closing the 2010 budget gap.

Res. #57: To reduce County expenses for Board "per diems" to assist in the effort to reduce County payroll during the economic downturn.

Res. #58: To reduce county payroll and operating expenses by furlough or layoff of County employees.

Res. #59: To offer a severance incentive to eligible employees as a means of reducing over all staff in Adams County to assist in closing the 2010 budget gap.

16. **Ordinances:**

Ord. #23: Rezone a portion of a parcel (5 acres) in the Town of Easton, petitioner Ronald Johnson, property located in the E ½, E ½, Section 5, Township 16 North, Range 6 East, Lot 1 of CSM 2448 at N2501 11th Avenue, changed from an R2 Rural Residential District to an A-3 Secondary Agriculture District.

Ord. #24: Rezone a parcel of land in the Town of Richfield, owners John & Carolyn Olson, property (40 acres) located in the NW ¼, NE ¼, Section 26, Township 18 North, Range 7 East, on Cypress Avenue, changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District.

Ord. #25: An ordinance relating to the Equal Rights of all persons to Fair Housing, and providing means for the implementation and enforcement thereof.

17. **Denials:**

18. **Petitions:**

19. Approve Claims

20. Per Diem and Mileage for this Meeting read by the County Clerk.

21. Motion for County Clerk to correct errors.

22. Set next meeting dates per chair's request September 22, October 20th.

23. **Closed Session:** The County Board will convene in closed session per § 19.85 (1) (c), Wis. Stat. to considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

~~**SECOND AMENDMENT: Consider performance evaluation data of any public employee.**~~

THIRD AMENDMENT: Consider performance evaluation data for Corporation Counsel/ Personnel Director and Administrative Coordinator/Director of Finance.

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amendment

24. **Reconvene Open Session:** The County Board will reconvene in open session per § 19.85 (2), Wis. Stat. to consider and or act on appropriate matters.

24. Adjournment

MANAGEMENT LETTER
ADAMS COUNTY, WISCONSIN
DECEMBER 31, 2008

Note: A copy of the Full 2008 Financial Report is available in the office of the Administrative Coordinator.



To the County Board
Adams County, Wisconsin

We have completed our audit of the basic financial statements of Adams County (the "County") for the year ended December 31, 2008. The County's financial statements, including our report thereon dated July 20, 2009, are presented in a separate audit report document. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities Under U.S. Generally Accepted Auditing Standards, OMB Circular A-133 and the State Single Audit Guidelines

As stated in our engagement letter, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with accounting principles generally accepted in the United States of America. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, noncompliance with the provisions of laws, regulations, contracts and grants or other illegal acts may exist and not be detected by us.

In planning and performing our audit, we considered the County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on major federal and state programs in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133 and the State Single Audit Guidelines.

As part of obtaining reasonable assurance about whether the County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also in accordance with OMB Circular A-133 and the State Single Audit Guidelines, we examined, on a test basis, evidence about the County's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement" and the State Single Audit Guidelines applicable to each of its major federal and state programs for the purpose of expressing an opinion on the County's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the County's compliance with those requirements.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our correspondence about planning matters.



Significant Audit Findings

Consideration of Internal Control

In planning and performing our audit of the financial statements of the County as of and for the year ended December 31, 2008, in accordance with auditing standards generally accepted in the United States of America, we considered the County's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a significant deficiency.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the following deficiency to be a significant deficiency in internal control:

Finding 2008-01 Year End Closing and Financial Reporting

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the County are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2008. We noted no significant transactions entered into by the County during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. We are not aware of any particularly sensitive accounting estimates used by management in the preparation of the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The financial statements reflect all accounting adjustments proposed during our audit. The adjustments included various end-of year payable, receivable and reclassification entries. These entries are considered routine in nature and normally do not vary significantly from year to year. Copies of the audit adjustments are available from management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 20, 2009.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the County's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to conducting the audit. These discussions occurred in the normal course of our professional relationship and our responses were not a condition to completing the services as your auditor.

In addition, during our audit, we noted certain other matters that are presented for your consideration. We will review the status of these comments during our next audit engagement. Our comments and recommendations are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these matters in further detail at your convenience, perform any additional study of these matters, or assist you in implementing the recommendations. Our comments are summarized in the memorandum attached to this letter.

This communication, which does not affect our report dated July 20, 2009 on the financial statements of the County, is intended solely for the information and use of the County Board, management, and others within the County, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,



Certified Public Accountants
Stevens Point, Wisconsin
July 20, 2009

ADAMS COUNTY, WISCONSIN
December 31, 2008

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the County Board
Adams County, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Adams County, Wisconsin, as of and for the year ended December 31, 2008, which collectively comprise Adams County's basic financial statements and have issued our report thereon dated July 20, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Adams County, Wisconsin's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion of the effectiveness of Adams County, Wisconsin's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Adams County, Wisconsin's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control over financial reporting. We consider the deficiency described in the accompanying schedule of findings and responses as Item 2008-01 to be a significant deficiency in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control. Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. We did not consider the deficiency described in the accompanying schedule of findings and responses as Item 2008-01 to be a material weakness.



Compliance and Other Matters

As part of obtaining reasonable assurance about whether Adams County, Wisconsin's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of basic financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Adams County, Wisconsin's response to the findings identified in our audit are described in the accompanying schedule of findings and responses. We did not audit Adams County, Wisconsin's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management, County Board, and federal and state awarding agencies, and is not intended to be and should not be used by anyone other than these specified parties.

Schenck SC

Certified Public Accountants
Stevens Point, Wisconsin
July 20, 2009

ADAMS COUNTY, WISCONSIN
Schedule of Findings and Responses
For the Year Ended December 31, 2008

Section I - Internal Control Over Financial Reporting

Finding No.	Control Deficiencies
2008-01	Year End Closing and Financial Reporting
Condition:	While the current staff of the County maintain financial records which accurately report revenues and expenditures throughout the year, preparing year end adjusting, closing and GASB 34 conversion entries necessary to prepare financial statements, including related notes, and state financial reports require additional expertise that would entail additional training and staff time to develop. The County contracts with Schenck and their knowledge of current accounting principles and regulatory requirements of the Wisconsin Department of Revenue to prepare required journal entries and financial reports for the County in an efficient manner.
Criteria:	The review of financial statements by staff with expertise in financial reporting is an internal control intended to prevent, detect and correct a potential misstatement in the financial statements or notes.
Cause:	The additional costs associated with hiring staff experienced in preparing year end adjusting, closing, and GASB 34 conversion entries and financial reports, including additional training time outweigh the derived benefits.
Recommendation:	We recommend the County continue reviewing the adjusting, closing and GASB 34 conversion entries along with the financial reports prepared by Schenck. While it may not be cost beneficial to hire additional staff to prepare these items, a thorough review of this information by appropriate staff of the County is necessary to obtain an adequate understanding of the County's financial report.
Management Response:	Management believes the cost of additional staff time and training to prepare year-end closing entries and reports outweigh the benefits to be received.

SUMMARY FINANCIAL INFORMATION

1. Governmental Fund Balances

Presented below is a summary of the various County governmental fund balances on December 31, 2008, including a comparison to the prior year. This information is provided for assisting management in assessing financial results for 2008 and for indicating financial resources available at the start of the 2009 budget year.

	2008	2007
General Fund		
Reserved		
Prepaid items	\$ 135,763	\$ 127,314
Delinquent taxes	1,512,294	1,253,853
Long-term advance to solid waste fund	155,556	194,444
Unreserved		
Designated for subsequent years' expenditures	1,939,112	2,096,755
Designated for compensated absences	670,072	670,072
Undesignated	2,347,689	3,220,980
Total General Fund	6,760,486	7,563,418
Special Revenue Funds		
Reserved		
Human Services		
Inventories and prepaid items	834	-
Solid waste		
Inventories and prepaid items	11,939	-
Long-term care	2,103,530	1,997,331
Unreserved - Designated		
Library	25,651	24,337
Human Services	24,837	-
Unreserved (deficit)		
Solid waste	(513,770)	(470,380)
Human Services	225,493	(729,287)
Total Special Revenue Funds	1,878,514	822,001
Capital Project Funds		
Reserved		
Communication Systems Project	2,431,649	-
Economic development loans	110,287	234,159
CDBG	278,776	237,300
Total Capital Project Funds	2,820,712	471,459
Debt Service Fund	3,030,854	2,842,668
Total Governmental Fund Balances	\$ 14,490,566	\$ 11,699,546

2. Human Services Department Operating Results

A comparative summary of the human services department's operating results for the years ending December 31, 2008 and 2007 follows:

	2008	2007
Revenues		
Taxes	\$ 1,517,696	\$ 1,501,433
Intergovernmental	4,735,178	4,074,994
Public charges for services	2,438,772	2,331,748
Miscellaneous	1,524	1,805
Total Revenues	<u>8,693,170</u>	<u>7,909,980</u>
Expenditures		
Health and human services	8,406,904	8,154,592
Capital outlay	2,632	29,025
Total Expenditures	<u>8,409,536</u>	<u>8,183,617</u>
Excess of Revenues Over (Under) Expenditures	<u>283,634</u>	<u>(273,637)</u>
Other Financing Sources (Uses)		
Transfer in	729,287	-
Transfer out	(32,470)	(32,470)
Total Other Financing Sources (Uses)	<u>696,817</u>	<u>(32,470)</u>
Net Change in Fund Balance	980,451	(306,107)
Fund Balance (Deficit) - January 1	<u>(729,287)</u>	<u>(423,180)</u>
Fund Balance (Deficit) - December 31	<u>\$ 251,164</u>	<u>\$ (729,287)</u>

3. Highway Department Operating Results

A comparative summary of the highway department's operating results for the years ending December 31, 2008 and 2007 follows:

	2008	2007
Operating Revenues		
Charges for services	\$ 2,113,566	\$ 1,980,994
Operating Expenses		
Operation and maintenance	7,854,404	6,028,440
Depreciation	515,816	549,130
Total Operating Expenses	8,370,220	6,577,570
Operating Income (Loss)	(6,256,654)	(4,596,576)
Nonoperating Revenues (Expenses)		
Property tax levy	3,629,860	3,524,136
State grants and aids	1,682,468	1,387,410
Miscellaneous	14,292	10,893
Transfer from general fund	577,100	-
Total Nonoperating Revenues	5,903,720	4,922,439
Net Income (Loss)	\$ (352,934)	\$ 325,863

As shown above, the net loss totaled \$352,934 and was a decrease of approximately \$680,000 from the net gain of \$325,863 in 2007. The reason for the large decrease is the additional costs in 2008 for winter maintenance and additional road projects.

4. Health Insurance Operating Results

A comparative summary of the health insurance operating results for the years ending December 31, 2008 and 2007 follows:

	2008	2007
Operating Revenues		
Interdepartment charges	\$ 55,140	\$ 2,743,055
Operating Expenses		
Insurance claims and administrative costs	39,350	3,630,351
Operating Income (Loss)	15,790	(887,296)
Nonoperating Revenues		
Property taxes	-	21,000
Interest income	2,680	18,383
Miscellaneous	9,115	8,167
Transfer in	366,574	-
Total Nonoperating Revenues	378,369	47,550
Net Income (Loss)	394,159	(839,746)
Net Assets (Deficit) - January 1	(394,159)	445,587
Net Assets (Deficit) - December 31	\$ -	\$ (394,159)

The County ceased operation of the fund in 2008.

5. Solid Waste Department Operating Results

A summary of the Solid Waste department operating results for the year ended December 31, 2008 follows:

	2008	2007
Revenues		
Property taxes	\$ 344,903	\$ 358,193
Intergovernmental	162,799	489,538
Public charges for services	542,975	1,063,445
Miscellaneous	1,072,536	-
Total Revenues	2,123,213	1,911,176
Expenditures		
Solid Waste:		
Operation and maintenance	1,527,863	1,358,109
Outlay	243,854	232,614
Recycling:		
Operation and maintenance	246,628	228,177
Outlay	30,120	21,388
Total Expenditures	2,048,465	1,840,288
Net Change in Fund Balance	74,748	70,888
Fund Balance - January 1	1,526,951	1,456,063
Fund Balance - December 31	\$ 1,601,699	\$ 1,526,951

Because the Solid Waste department is required to restrict cash and investments for closure and long-term care, the fund balance of \$1,601,699 on December 31, 2008 is allocated as follows:

Reserved for long-term care	\$ 2,103,530
Reserved for inventories and prepaid items	11,939
Unreserved (deficit)	(513,770)
Total	\$ 1,601,699

Present plans are to reduce the amount of fund balance reserved for long-term care to eliminate the unreserved deficit. Approval from the Wisconsin Department of Natural Resources for this transfer is expected to occur in 2009.

6. Summary of Machinery Operations Cost Pool

Transportation cost pools are used to accumulate those costs of the Highway Department where the intent is to recover expenses of operations, including depreciation on highway buildings and equipment, directly from user charges for service. The cost pool accounting system is designed to match all revenues and expenses of a particular operation and aid management in determining the adequacy of rates being charged and the cost effectiveness of each operation. Presented below is a summary of the machinery operations cost pool of the Highway Department internal service fund for 2008:

	2008	2007
Operating Revenues		
Charges for services	\$ 1,574,230	\$ 1,403,990
Operating Expenses		
Personnel	194,603	213,702
Fuel	338,572	256,312
Other operating supplies	334,279	302,143
Shop overhead	152,937	177,434
Depreciation	312,355	386,496
Total Operating Expenses	1,332,746	1,336,087
Net Income (Loss)	\$ 241,484	\$ 67,903

As shown above, the machinery operations cost pool incurred a net income of \$241,484 for 2008 compared to net income of \$67,903 in 2007. By achieving a net income, the Highway Department is able to provide additional internal resources that can be used for equipment replacement.

PRIOR YEAR COMMENTS AND RECOMMENDATIONS

The following comment and observations have been discussed in prior year management letters. Although progress has been made on some of recommendations, our review during the current year indicated that some recommendations have not been fully implemented. As a result, we are repeating some of our prior year recommendations

SOLID WASTE

Consider Revising Collection Policy to Place Delinquent Charges on Tax Roll

Currently, the Solid Waste Department has procedures in place to enforce collection of delinquent garbage pick-up and other solid waste charges. The procedures include second and third notices and, if no results, eventual referral to a collection agency.

Since the Solid Waste Department provides most services to a parcel of property, we recommended that the Department consider placing delinquent charges on the local property tax roll for collection. The delinquent amounts with interest would have to be certified to the local taxing district in November and placed as a "special charge for others" on the individual property owner's tax bill. The taxing district would then be required to remit the amounts to the County when collected on their tax roll. If this was completed, the Department could eliminate all other collections efforts for services rendered to a parcel of property.

We are informed that the Department has reviewed the above recommendation and, at this time, has decided not to implement this collection procedure.

MANAGEMENT'S RESPONSE: The County continues to consider special surcharges on the property tax bills for delinquent garbage pickup and other solid waste charges if the delinquent party actually owns the property (many of the delinquencies are renters who move frequently). Acceptance of credit cards as an alternative form of payment has been implemented and there has been some improvement in collections. The County is updating the collection policy so that accounts may be closed more timely in an effort to minimize delinquencies.

Establishing an Enterprise Fund

The County currently accounts for Solid Waste financial transactions in a special revenue fund. Because the Solid Waste Department operates as a business and sets rates for services based on costs, we believe it would be better served to account for the operation as an enterprise fund. Enterprise funds are used by other Wisconsin Counties to account for their solid waste operations. The primary difference in the accounting is the inclusion of the County's capital asset investment in Solid Waste land, buildings and equipment in the fund. The amount of capital assets is then charged to operations as depreciation expense over their estimated useful lives. Cash recovered from financing depreciation in the user charges can then be used to replace capital equipment.

MANAGEMENT'S RESPONSE: The County has made significant progress in developing initial capital asset and site development balances for recording in an enterprise fund as of January, 2009. The County plans to develop a new chart of accounts for the 2010 budget for revenues and expenses that is more consistent with enterprise accounting principles.

SHERIFF

Sheriff's Inmate Account

The Sheriff's Department jail personnel utilize the Swanson automated reporting system and a separate bank account to account for receipts and disbursements from jail inmates. For a number of years, the department has not been able to reconcile the bank statement balance to recorded account balances on the system. In addition, other payable account balances in the system do not appear to have reasonable balances.

Reconciling should be done timely and monthly, so accurate funds can be identified to respective inmates, and excess funds remitted to the County Treasurer. In addition, internal control is strengthened when reconciliations are completed on a timely basis. Accordingly, we recommend that staff be trained and procedures be developed to complete the reconciliation with 15 days after the end of each month.

This situation has remained unchanged for a number of years. If assistance is required, please contact us or Swanson Software personnel to resolve the problems.

MANAGEMENT'S RESPONSE: The Sheriff's Department has reviewed the Swanson automated reporting system and also examined the Swanson Software to observe why this has continued to be a reoccurring problem. The Sheriff's Department sent two staff members to Jackson County Jail for a half day to discuss with their Swanson account manager why they are able to use the same system and apparently not have any problems reconciling their inmate accounts and try to identify our issues.

Several problems were identified during this exchange of information with Jackson County that has resulted in several changes to the procedure in which the inmate account is now currently managed. The meeting also helped identify an anomaly in the Swanson Software that was also contributing to why the account was not reconciling properly.

The account is now maintained by a Jail Sergeant but also monitored and reconciled monthly by the FSSM (Fiscal and Support Services Manager). The FSSM position has been added to the inmate checking bank account which adds a check and balance in the accounting process that had not been in place prior to this year. Swanson has added the account software to the FSSM computer which now allows a management person control over the account.

Swanson has reconfigured the software and blocked access to the accounting portion of the program for jail personnel. In the past, all jail employees had the ability to go into the program and were closing out programs that were running. Closing of these programs resulted in erroneous reports being generated that were affecting reconciliation of the account.

With the current changes to the management of the account it is believed that all the current concerns in the management letter have been corrected and should no longer be an issue for the Sheriff's Department.

CURRENT YEAR COMMENTS AND RECOMMENDATIONS

HUMAN SERVICES

Untimely Billings and Improper Write Offs

During our review of the billing process, it was noted that the department was behind in preparing billings for services rendered. In addition to the delay, some accounts receivable balances were written off without supervisory review and approval.

We recommend the Department develop procedures to complete monthly billings on a timely basis and require approval for all manual write-offs or adjustments. Periodic review of adjustments should be completed by supervisory personnel to ensure compliance with established policies. Monthly reviews should also be done to ensure billings are completed in a timely manner, and to inquire if there are unusual fluctuations. Batch printouts should be kept with the courthouse summaries and register tapes should be retained for deposits to help document billings and collections. Finally, for internal control purposes, accounts receivable summaries could be completed each month for total charges, total payments, total write-offs, and accounts receivable to the general ledger.

MANAGEMENT'S RESPONSE: The County is putting in procedures to ensure that billings are completed in a timely manner and will monitor unusual fluctuations. The County will be reviewing the accounts receivable and write off policy for Human Services and will make changes as deemed appropriate to ensure internal control, collection efforts and write off processes.

Purchase of Service Contracts

Our review noted that while the Department monitors purchase of service contracts, payments and audits, they do not follow-up on audits not received and take the appropriate actions. We recommend the County establish or redefine a policy relating to review and monitoring of providers, including receipt of audits and resolution of audit findings. We also recommend the County document the steps it takes to monitor the contracts and subsequent provider audit reports to ensure correct compliance with federal and state requirements.

MANAGEMENT'S RESPONSE: In November 2008, the County changed its policy related to contracts and provider audits and will begin implementing these changes for 2009.

GENERAL

Credit Cards

During our audit, we tested credit card transactions. While our review disclosed no specific concerns or unusual transactions, we noted that the County has not developed specific policies regarding the use of credit cards. The use of credit cards for small, routine purchases can be a very effective cash management tool. To strengthen internal control over credit card transactions we recommend the County implement the following procedures:

- Credit card policies should be written. Written policies should clearly state who can use the credit cards, what the cards can be used for, the expenditure limits and the documentation that is required for purchase. In addition, cardholders should sign a statement saying they understand all of the policies.
- Establish purchase limits for each card. Limits can be set for single transactions and for monthly activity. Transactions exceeding the authorized limits are denied at the point of sale. Many municipalities find that a monthly limit of \$2,000 per card is adequate for most employees.
- Credit card purchases should be reviewed and approved. Someone other than the cardholder should review and approve the credit card statement and detailed original receipts.

MANAGEMENT'S RESPONSE: The County is updating the policy manual and a credit card policy is being included in the update and will address the concerns in the policy.

Accounts Receivable

During our review of accounts receivable, it was noted that the Health Department, Aging, and Human Service accounts receivable were accounted for in one general ledger account. We suggest setting up individual accounts for all three departments. This will simplify each department, and should help the responsible individuals with reconciling the outstanding receivable balances.

MANAGEMENT'S RESPONSE: Individual accounts receivable will be set up for the Health Department, Aging and Human Services.

AIRPORT

Airport Fuel Inventory

During our current audit we inquired about financial records regarding the purchase and sale of fuel at the airport. As a result, we proposed an accounting journal entry to record the year-end inventory of approximately 5,600 gallons with a cost of \$19,630. We also inquired about the current method of determining selling prices. We were informed that past practice has been to add specific markups to the purchase price to determine the sales price and that the markup is refigured with each purchase.

A comparison of airport fuel revenues and expenditures for the past two years indicates that sales approximately equaled purchases. Accordingly, we recommend the County review the policy of establishing fuel selling prices. Most municipal airports include a fixed per gallon markup to covers expenses such as cost of the tank, pump and other overhead items, as well as, an overall profit percentage to cover other airport costs.

MANAGEMENT'S RESPONSE: The County will review the policy of establishing fuel selling prices at the airport.

DISTRICT ATTORNEY

Trust Account

During our testing it was noted that the District Attorney's trust account is not accounted for on the general ledger. As of year end, this balance was approximately \$1,500. We suggest accounting for this trust account on the County's books. Accounting for Department trust accounts, where practical and appropriate, increase internal accounting control over transactions.

MANAGEMENT'S RESPONSE: The County will consider accounting for the District Attorney's trust account on the general ledger.

RESOLUTION # 48-2009

**RESOLUTION TO
ADOPT THE ADAMS COUNTY ALL HAZARDS MITIGATION PLAN UPDATE**

INTRODUCED BY: Public Safety & Judiciary Committee

INTENT & SYNOPSIS: Adams County to adopt the Adams County All Hazards Mitigation Plan Update as an official plan and forward to Wisconsin Emergency Management and Federal Emergency Management officials for final review and approval.

FISCAL NOTE: None.

WHEREAS, Adams County recognizes the threat that natural hazards pose to people and property; and

WHEREAS, undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to people and property and save tax payer dollars; and

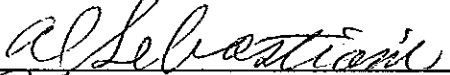
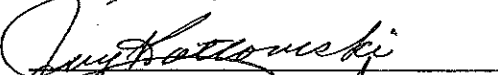
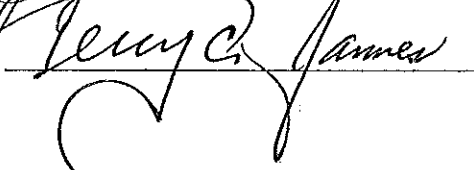
WHEREAS, an adopted all hazards mitigation plan is required as a condition of future grant funding for mitigation projects; and


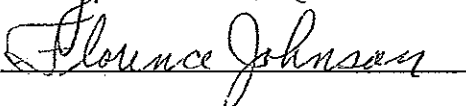
WHEREAS, Adams County participated jointly in the planning process with the other local units of government within the County to prepare an update to its All Hazards Mitigation Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Adams County Board of Supervisors, hereby adopts the Adams County All Hazards Mitigation Plan Update as an official plan; and

BE IT FURTHER RESOLVED, that the Adams County Emergency Management Department will submit, on behalf of the participating municipalities, the adopted All Hazards Mitigation Plan Update to Wisconsin Emergency Management and Federal Emergency Management Agency officials for final review and approval.

Dated this 12th day of August 2009.

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 18th day of August 2009.

County Board Chair

County Clerk

**RESOLUTION TO ESTABLISH A DOMESTIC PARTNERSHIP LICENSE FEE
PER WIS. STATS. §§770.07(1)(b)2 & §770.17 AND
AS PERMITTED BY STATE ACT NO. 28-2009 BUDGET BILL**

INTRODUCED BY: Administrative & Finance Committee

INTENT & SYNOPSIS: To establish the Domestic Partnership License Fee as permitted by State Act No. 28 (2009 Budget Bill)

FISCAL NOTE: Additional revenue source.

WHEREAS: Under Section 770.17, Wisconsin Statutes, each County Board may establish a Domestic Partnership License fee and said fee becoming part of the funds of the County; and


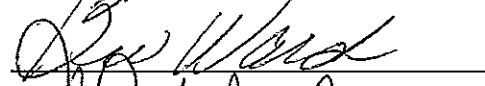

WHEREAS: The Administrative and Finance Committee recommends that the County Clerk receipt and apportion the Domestic Partnership License Fee as follows:

- \$25.00 to State Account No. 100.24.221; and
- \$40.00 to County Clerk Account No. 100.09.4610; and

WHEREAS: The County Clerk may issue a Domestic Partnership License within less than five (5) days after application if the applicant pays an additional fee of not more than \$10.00 per Wis. Stats. §770.07(1)(b)2. to cover processing costs incurred by the County, which shall be receipted into County Clerk Account No. 100.09.46100.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that it is hereby approved to establish a Domestic Partnership License Fee of \$65.00 as permitted by State Act No. 28 (2009 Budget Bill), and an additional fee of \$10.00, to cover processing costs, if applicable, and further, the County Clerk may charge an additional \$25.00 fee for issuing the Domestic Partnership License before, or after, normal business hours.

Recommended for adoption by the Administrative and Finance Committee on this 13th day of August 2009.

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of August, 2009.

County Board Chair

County Clerk

**RESOLUTION TO INCREASE THE COUNTY MARRIAGE WAIVER FEE
AS PERMITTED BY STATE ACT NO. 28-2009 BUDGET BILL**

INTRODUCED BY: Administrative & Finance Committee

INTENT & SYNOPSIS: To increase the County Marriage Waiver Fee to \$25.00 as permitted by State Act No. 28 (2009 Budget Bill)

FISCAL NOTE: None.

WHEREAS: Under Section 765.08(2), Wisconsin Statutes, the County Clerk may issue a marriage license within less than five (5) days after application, if the applicant pays an additional fee of not more than \$25.00 to cover increased processing cost incurred by the County; and

WHEREAS: Each County Board may increase the marriage waiver fee, per State Act No. 28 (2009 Budget Bill), said increase becoming part of the funds of the County; and

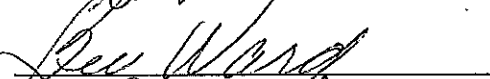
WHEREAS: The Administrative and Finance Committee recommends that the marriage waiver fee be increased to \$25.00 effective September 1, 2009; and

WHEREAS: The County Clerk shall receipt this waiver fee into Account No. 100.09.46100.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that it is hereby approved to increase the County Marriage Waiver Fee to \$25.00 as permitted by State Act No. 28 (2009 Budget Bill), and further, the County Clerk may also charge an additional \$25.00 fee for issuing marriage licenses before, or after, normal business hours.

Recommended for adoption by the Administrative and Finance Committee on this 13th day of August 2009.







Adopted _____

Defeated _____ by the Adams County Board of Supervisors this

Tabled _____ day of August, 2009.

County Board Chair

County Clerk

1 RESOLUTION 51 2009
2 CDBG REHABILITATION PROJECT ENFORCING APPLICABLE NON-VIOLENT AND CIVIL
3 RIGHTS DEMONSTRATION LAWS
4

5 Be it resolved that the County of Adams hereby adopts the policy to enforce applicable
6 state and local laws against physically barring entrance or exit from a facility or location
7 which is the subject of non-violent civil rights demonstrations within its jurisdiction.
8

9 Recommended for adoption by the Administrative and Finance Committee this 13th day
10 of August, 2009.

11 Al Sebastiani Cindy Phillippi
12 Al Sebastiani
13

14 Adopted/Defeated/Tabled this ____th day of August, 2009 by the Adams County Board
15 of Supervisors of the County of Adams.
16

17
18 Al Sebastiani, Adams County Chair Cindy Phillippi, Adams County Clerk
19

20 I Cindy Phillippi, Adams County Clerk certify that the above resolution was adopted by
21 the County of Adams on August 18th, 2009.
22

23 Al Sebastiani, County Board Chair Cindy Phillippi, County Clerk
24

25 (S E A L)
26

27 The motion for the foregoing Resolution was seconded by _____ and
28 after a full discussion thereon, and upon a vote being taken thereon, the following
29 voted in favor thereof:
30 members: _____

31 _____, and
32 _____ voted against the same whereupon the said Resolution was declared duly
33 passed and adopted.
34
35

CDBG REHABILITATION PROJECT PROHIBITING USE OF EXCESSIVE FORCE

Be it resolved that the County of Adams hereby adopts the policy to prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations (P.L. 101-144, Section 519).

Recommended for adoption by the Administrative and Finance Committee this 13th day of August, 2009.

Al Sebastiani Leanne West

Adopted/Defeated/Tabled this 18th day of August, 2009 by the Adams County Board of Supervisors of the County of Adams.

Al Sebastiani, Adams County Chair

Cindy Phillippi, Adams County Clerk

I Cindy Phillippi, Adams County Clerk certify that the above resolution was adopted by the County of Adams on August 18th, 2009.

Al Sebastiani, County Board Chair

Cindy Phillippi, County Clerk

(S E A L)

The motion for the foregoing Resolution was seconded by _____ and after a full discussion thereon, and upon a vote being taken thereon, the following voted in favor thereof:
members: _____

_____, and
_____ voted against the same whereupon the said Resolution was declared duly passed and adopted.

RESOLUTION 53-2009

County Board Chair Authorization for CDBG Grant Requirements

Relating to the County of Adams participation in the Wisconsin Community Development Block Grant housing program for Small Cities.

WHEREAS, **\$650,000 has been reserved for the community by the submittal of a preliminary application;**

WHEREAS, Federal monies are available under the Wisconsin Community Development Block Grant housing program, administered by the State of Wisconsin, Department of Commerce, Division of Housing and Community Development, for the purpose of housing activities; **and Adams County has been invited to submit a final application;**

WHEREAS, after public meeting and due consideration, the County Board Chair may recommend that an application be submitted to the State of Wisconsin for the following projects:

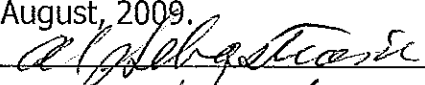
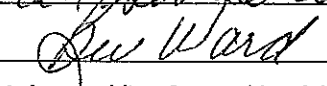
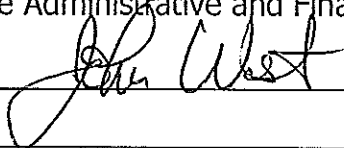
- | | |
|-------------------------------|-----------------------------------|
| • Economic Development | • Homebuyer Assistance |
| • Public Facilities | • Special Housing Projects |
| • Deferred Payment Housing | • Demolition Projects |
| • Handicap Accessibility for | • Including potential residential |
| Town Halls | displacement |
| • Low-interest Rehabilitation | |

WHEREAS, it is necessary for the County Board, to approve the County Board Chair to sign a resolution after public hearing has been held for the preparation and filing of the final application for the County to receive funds from this program; and

NOW, THEREFORE, BE IT RESOLVED, that the County Board of Adams does APPROVE and authorize the County Board Chair to act on behalf of Adams County,

BE IT FURTHER RESOLVED, that the County Board Chair is hereby authorized to sign all necessary documents on behalf of the County of Adams;

Recommended for adoption by the Administrative and Finance Committee this 13th day of August, 2009.

Adopted/Defeated/Tabled this ____th day of August, 2009 by the Adams County Board of Supervisors of the County of Adams.

Al Sebastiani, Adams County Chair

Cindy Phillippi, Adams County Clerk

RESOLUTION NO. 54 2009

Resolution to approve submission of a grant application to fund a Public Transportation System

INTRODUCED BY: Administration & Finance Committee

INTENT AND SYNOPSIS: To approve submission of a grant renewal application to fund a public transportation system and to allocate matching funds for the grant.

FISCAL NOTE: The matching funds required to cover one-half the estimated operating deficit is projected to be \$65,000 in FY2010. Funds (\$65,000) will be appropriated as an item in 2010 County budget (as was done in the five previous County budgets).

WHEREAS, Adams County has received a Federal Public Transit (Section 5311) Grant to provide a funding subsidy for the Adams County Transit System since 2004, and

WHEREAS, a grant renewal application for the period January through December 2010 is due to the Wisconsin Department of transportation no later than October 15, 2009, and

WHEREAS, scheduled transportation services in Adams County have continued to be of significant economic benefit to the County, and

WHEREAS, ridership (measured in rides per month) has increased approximately 19% from 2008 to 2009, and

WHEREAS, the system is used by approximately 15 to 25 individuals per month, serving as the sole means of transportation to work for many of them, and

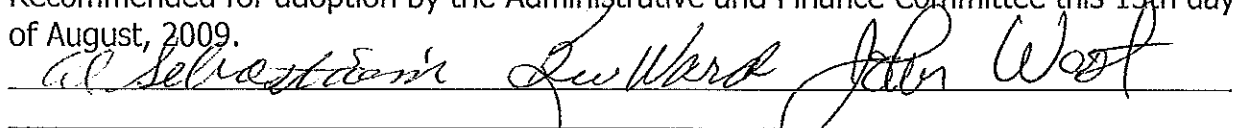
WHEREAS, County commitment for the matching funds is required prior to submission of the grant application, and

WHEREAS, Central Wisconsin Community Action Council, Inc. (CWCAC) is again willing to write and submit the grant renewal application and to operate the system if grant funds are received, and

WHEREAS, the transit service can be provided for the entirety of Calendar Year 2010 at an approximate cost to the County of \$65,000, based upon the past six years of experience in operating the transit system,

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors to approve the submission of the Section 5311 transit grant in October 2009, and to designate a total of \$65,000 in the 2010 County budget as matching funds for a transportation grant prepared and submitted by CWCAC, contingent upon federal approval of the grant.

Recommended for adoption by the Administrative and Finance Committee this 13th day of August, 2009.



Adopted/Defeated/Tabled this 18th day of August, 2009 by the Adams County Board of Supervisors of the County of Adams.

Al Sebastiani, County Board Chair

Cindy Phillippi, County Clerk

**RESOLUTION TO CREATE A SEPARATE PERSONNEL (HUMAN RESOURCES)
DIRECTOR AND RE-ORGANIZE THE CORPORATION COUNSEL OFFICE**

INTRODUCED BY: Executive Committee

INTENT & SYNOPSIS: To create a Personnel (Human Resources) Director position and re-organize the Corporation Counsel Office.

FISCAL NOTE: To be determined during the County 2010 Budget process. (See attached documents)

WHEREAS: The Adams County Corporation Counsel/Personnel Director Office Long Range Planning Ad Hoc Committee met from July 2007 through January 2009; and

WHEREAS: Said Committee recommended to the County Board that it proceed with creating a separate Personnel (Human Resources) Director position in 2009; and

WHEREAS: The Executive Committee concurred with said Long Range Planning Ad Hoc Committee's recommendation; and

WHEREAS: The Executive Committee took action to forward a job description for a separate Personnel Director to Enetrix (Carlson Dettmann) for evaluation and placement within the non-represented pay plan; and

WHEREAS: The Executive Committee, upon the direction of the County Board, took further action to forward a job description/JDQ to Enetrix (Carlson Dettmann) for the Corporation Counsel and a Legal Assistant/ Confidential Administrative Assistant Position for evaluation and placement within the non-represented pay plan.

NOW, THEREFORE, BE IT RESOLVED: by the Adams County Board of Supervisors that it is hereby approved that a Personnel (Human Resources) Director position be created. The Office of the Personnel Director shall be located in the Adams County Courthouse, Room A180.

BE IT FURTHER RESOLVED: That the position and office operations be funded in the 2010 budget and that the wage grade of the Personnel (Human Resources) Director be established at Grade 14 of the non-represented pay plan based on the evaluation and recommendation of Enetrix (Carlson Dettmann).

BE IT FURTHER RESOLVED: That the Corporation Counsel Office be staffed with a Corporation Counsel and Legal Assistant/Confidential Administrative Assistant. The

1 Corporation Counsel shall remain at Grade 18 and the Legal Assistant/Confidential
2 Administrative Assistant is established at Grade 8 of the non-represented pay plan, based upon
3 the evaluation and recommendation of Enetrix (Carlson Dettmann).
4

5 **BE IT FURTHER RESOLVED:** That the changes approved herein shall become effective
6 January 1, 2010.
7

8 Dated this 18th day of August, 2009
9

10 Cynthia Lopen Lee Ward
11 Ed Sebastian
12 David Renner
13
14
15

16 Adopted _____

17 Defeated _____

18 Tabled _____

by the Adams County Board of Supervisors this 18th day of August,
2009.
19
20

21 _____
County Board Chair

County Clerk

ADAMS COUNTY GOVERNMENT
CORPORATION COUNSEL/PERSONNEL OFFICE
RE-ORGANIZATIONAL OPTIONS

CURRENT 2010 RATES	
CORP COUNSEL/PERSONNEL DIRECTOR	
SALARY (GRADE 18 - STEP 7)	85,545
EAP	15
FICA/MEDICARE	6,544
LIFE INSURANCE	64
HEALTH INSURANCE	6,688
RETIREMENT	10,779
TOTAL	109,634

PARALEGAL / PERSONNEL ASSISTANT	
SALARY (GRADE 10 - STEP 10)	51,908
EAP	15
FICA/MEDICARE	3,971
LIFE INSURANCE	27
HEALTH INSURANCE	18,527
RETIREMENT	6,540
TOTAL	80,987

LEGAL / PERSONNEL SECRETARY	
SALARY (GRADE 6 - STEP 5)	36,102
EAP	15
FICA/MEDICARE	2,762
LIFE INSURANCE	49
HEALTH INSURANCE	17,497
RETIREMENT	4,549
TOTAL	60,973

PERSONNEL DIRECTOR	
SALARY (NOT BUDGETED)	0
EAP	0
FICA/MEDICARE	0
LIFE INSURANCE	0
HEALTH INSURANCE	0
RETIREMENT	0
TOTAL	0

GRAND TOTALS	
SALARY	173,555
EAP	44
FICA/MEDICARE	13,277
LIFE INSURANCE	140
HEALTH INSURANCE	42,711
RETIREMENT	21,868
TOTAL	251,594

2010 RATES - MINIMUM	
CORPORATION COUNSEL	
SALARY (GRADE 18 - STEP 7)	85,545
EAP	15
FICA/MEDICARE	6,544
LIFE INSURANCE	64
HEALTH INSURANCE	6,688
RETIREMENT	10,779
TOTAL	109,634

LEGAL SEC./CONF. ADMIN. ASSIST	
SALARY (GRADE 8 - STEP 1)	36,227
EAP	15
FICA/MEDICARE	2,771
LIFE INSURANCE	14
HEALTH INSURANCE	17,497
RETIREMENT	4,565
TOTAL	61,089

LEGAL / PERSONNEL SECRETARY	
SALARY (NOT BUDGETED)	0
EAP	0
FICA/MEDICARE	0
LIFE INSURANCE	0
HEALTH INSURANCE	0
RETIREMENT	0
TOTAL	0

PERSONNEL DIRECTOR	
SALARY (GRADE 14 - STEP 1)	53,870
EAP	15
FICA/MEDICARE	4,121
LIFE INSURANCE	14
HEALTH INSURANCE	17,497
RETIREMENT	6,788
TOTAL	82,306

GRAND TOTALS	
SALARY	175,643
EAP	44
FICA/MEDICARE	13,437
LIFE INSURANCE	92
HEALTH INSURANCE	41,682
RETIREMENT	22,131
MINIMUM TOTAL **	253,029

1,434

2010 RATES - MAXIMUM	
CORPORATION COUNSEL	
SALARY (GRADE 18 - STEP 7)	85,545
EAP	15
FICA/MEDICARE	6,544
LIFE INSURANCE	64
HEALTH INSURANCE	6,688
RETIREMENT	10,779
TOTAL	109,634

LEGAL SEC./CONF. ADMIN. ASSIST	
SALARY (GRADE 10 - STEP 10)	51,908
EAP	15
FICA/MEDICARE	3,971
LIFE INSURANCE	27
HEALTH INSURANCE	18,527
RETIREMENT	6,540
TOTAL	80,987

LEGAL / PERSONNEL SECRETARY	
SALARY (NOT BUDGETED)	0
EAP	0
FICA/MEDICARE	0
LIFE INSURANCE	0
HEALTH INSURANCE	0
RETIREMENT	0
TOTAL	0

PERSONNEL DIRECTOR	
SALARY (GRADE 14 - STEP 7)	63,433
EAP	15
FICA/MEDICARE	4,853
LIFE INSURANCE	14
HEALTH INSURANCE	17,497
RETIREMENT	7,993
TOTAL	93,805

GRAND TOTALS	
SALARY	200,886
EAP	44
FICA/MEDICARE	15,368
LIFE INSURANCE	105
HEALTH INSURANCE	42,711
RETIREMENT	25,312
MAXIMUM TOTAL **	284,426

31,398

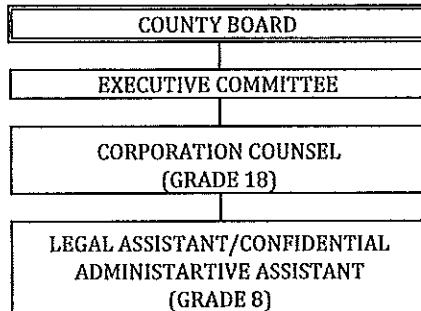
* Possible Red-Lined Staff

** Range of possible increase depends on individual filling the position (Minimum - Maximum Ranges)

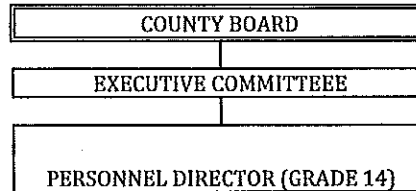
PROPOSED CORPORATION COUNSEL & PERSONNEL OFFICE STRUCTURE

RECOMMENDATION:

CORPORATION COUNSEL OFFICE



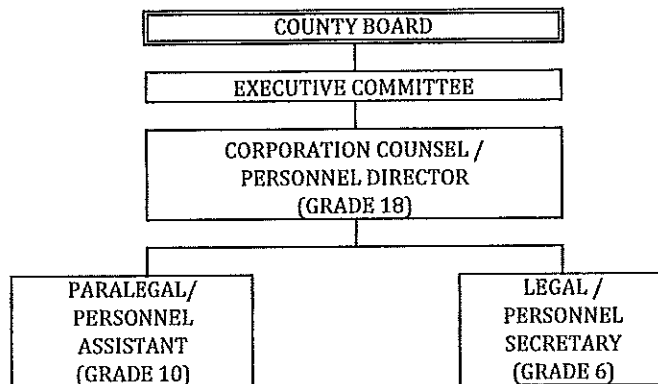
PERSONNEL OFFICE STRUCTURE:



	1	2	3	4	5	6	7	8	9	10	11
	Min.						Control				Max.
GRADE 18	34.83	35.85	36.86	37.90	38.92	39.94	40.97	41.99	43.00	44.03	45.07
GRADE 14	25.80	26.65	27.33	28.10	28.84	29.60	30.38	31.13	31.88	32.64	33.40
GRADE 8	17.35	17.92	18.38	18.90	19.39	19.90	20.41	20.93	21.42	21.95	22.46

CURRENT:

CORPORATION COUNSEL/PERSONNEL OFFICE STRUCTURE



	1	2	3	4	5	6	7	8	9	10	11
	Min.						Control				Max.
GRADE 18	34.83	35.85	36.86	37.90	38.92	39.94	40.97	41.99	43.00	44.03	45.07
GRADE 10	19.66	20.30	20.81	21.38	21.97	22.56	23.12	23.71	24.30	24.86	25.46
GRADE 6	15.47	15.97	16.38	16.83	17.29	17.73	18.20	18.65	19.10	19.56	20.01



ADAMS COUNTY

EVALUATION RECOMMENDATIONS REPORT

June 3, 2009

Personnel Director

Adams County has asked enetrix, formerly Carlson Dettmann Consulting, to evaluate the newly created Personnel Director position currently. The primary source of information used to determine the appropriate pay grade and classification is a job descriptions approved by the Executive Committee on May 9, 2009. The position will replace the existing combined, full-time Corporation Counsel/Personnel Director position. These will now be two separate positions: Corporation Counsel and Personnel Director. No Job Description Questionnaire was provided. For reference the current Corporation/Personnel Director job description was provided.

This newly created position will report directly to the Executive Committee and County Board. This will be a Department Head position. The position will have full responsibility for coordinating the Personnel functions for Adams County.

After a full review of the documents provided and application of the job evaluation factors, enetrix recommends the Personnel Director position be classified as a Grade 14.

Please feel free to call me if you have any further questions or concerns.

Katie McCloskey
Senior Human Resources Consultant

enetrix, a Gallup Company
8476 Greenway Blvd. Suite 100, Middleton, WI 53562
Tel: 608-664-3855; Fax: 608 664-3878; email: katherine_mccloskey@gallup.com



MEMORANDUM

July 31, 2009

To: Jack Albert

Fr: Katherine McCloskey, Human Resources Consultant

Re: Classification Corporation Counsel

Adams County asked enetrix, A Gallup Company, formerly Carlson Dettmann Consulting, to conduct a classification review on the proposed position of Corporation Counsel. You, as Corporation Counsel currently have responsibilities for both Corporation Counsel duties plus management of the Adams County Personnel function.

The County's request is for an appropriate evaluation and recommendation on grade placement for the Corporation Counsel with the Personnel duties assigned to a new Personnel Director's position for which we already have submitted a recommendation. As we understand it, the County postponed a decision on creating that position until it can be informed about the classification consequences for the remaining positions in the Corporation Counsel's office.

The primary sources of information used to determine the recommended grade are an updated CDC Job Description Questionnaire (JDQ) dated July 24, 2009 and a newly created job description provided along with this request. These documents indicate the County's personnel responsibilities would be moved away from the Corporation Counsel's office.

After careful consideration, and applying our point factor evaluation system, we recommend that the Corporation Counsel's position remain classified in Grade 18. We feel this is the best course of action because of the considerable difficulty counties have had in recruiting experienced chief legal counsel. The duties of the office are varied, requiring sufficient experience to give a county the representation it requires.

Please contact me or, in my absence, Charlie Carlson, Strategic Consultant at 664-3863 if you have any questions or concerns.



MEMORANDUM

July 28, 2009

To: Jack Albert

Fr: Katherine McCloskey, Human Resources Consultant

Re: Legal Assistant/Confidential Administrative Assistant

Adams County asked enetrrix, A Gallup Company, formerly Carlson Dettmann Consulting, to conduct a classification review on the proposed position of Legal Assistant/Confidential Administrative Assistant.

The Corporation Counsel's department currently has the responsibilities of Corporation Counsel plus responsibility for the Adams County Personnel Department. The County Board is considering removing the Personnel responsibilities from this department. Responsibilities of the administrative staff in the Corporation Counsel's office will change as a result of the re-organization.

The request is for an appropriate evaluation and recommendation on grade placement for a Legal Assistant/Confidential Administrative Assistant. The primary sources of information used to determine the recommended grade are a Job Description Questionnaire (JDQ) dated July 24, 2009 and a newly created job description provided along with this request.

Currently there are two support positions in the department, and one of the two would be eliminated if these changes are adopted. One of the positions is in Grade 10; the second, created recently, is in Grade 6.

After careful consideration, and applying our point factor evaluation system, we recommend the proposed Legal Assistant/Confidential Administrative Assistant position be classified as a Grade 8. We note that the County recently classified a legal staff supervisory position in the District Attorney's office in Grade 10; however, that position has substantial administrative and supervisory duties that the Corporation Counsel's support staff would not have.

Please let me know if you any questions.

**RESOLUTION TO OFFER AN EARLY RETIREMENT INCENTIVE TO ASSIST IN
CLOSING COUNTY'S 2010 BUDGET GAP**

INTRODUCED BY: Administrative & Finance Committee and Executive Committee

INTENT & SYNOPSIS: To offer an early retirement incentive consisting of extended health insurance coverage to eligible employees as a means of reducing over all staff in Adams County to assist in closing the 2010 budget gap

FISCAL NOTE: To be determined.

WHEREAS: The downturn in the economy has had a significant impact on unrealized revenues in the 2009 budget in the areas of interest income, building permits and real estate transfer fees; and

WHEREAS: It is anticipated that budget expectations for revenues in State aids, interest income, building permits and real estate transfer fees for the 2010 budget will be reduced from the 2009 budget; and

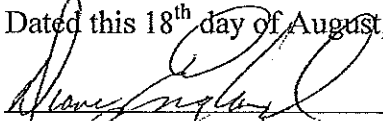
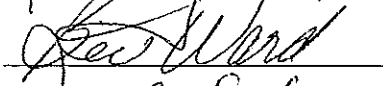
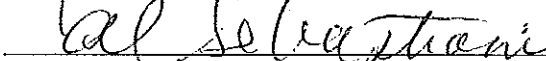
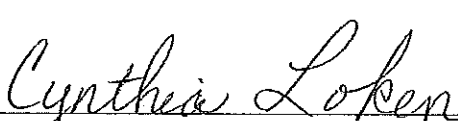

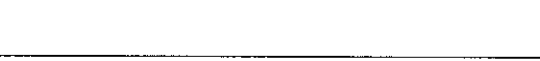
WHEREAS: The County's increase in day to day expenditures such as utilities, operating supplies and materials, wages and benefits will exceed the State imposed 3% levy freeze for the 2010 budget; and

WHEREAS: The Executive Committee and Admin and Finance Committee have developed the attached "Special Voluntary Early Retirement Incentive Program for Employees" as a tool to assist in balancing the 2010 budget;

NOW, THEREFORE, BE IT RESOLVED: The Adams County Board of Supervisors hereby approves to offer the attached "Special Voluntary Early Retirement Incentive Program for Employees" as a tool to assist in balancing the 2010 budget; and

BE IT FURTHER RESOLVED: That vacated positions shall be analyzed, with every option explored to leave positions vacant and/or to reduce full time positions to part-time positions.

Dated this 18th day of August, 2009

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this 18th day of August,
Tabled _____ 2009.

County Board Chair

County Clerk

Special Voluntary Early Retirement Incentive Program for Employees

Adams County (the "County") is offering a Special Voluntary Early Retirement Incentive Program for Employees from August 19, 2009, through October 5, 2009 ("Special Retirement Program for Employees"). This Special Retirement Program for Employees offers a one-time, enhanced retirement benefit to employees of the County who meet the following eligibility requirements:

- An active employee as of August 19, 2009 (including those on an approved leave of absence);
- For this Special Retirement Program, years of service + age must equal 75 as of December 31, 2009.

If you meet the above requirements (based on the County's records) you will be eligible for the Special Retirement Program for Employees.

To take advantage of the special, enhanced retirement benefits, you must elect to retire from active service with the County.

Important Information to Keep In Mind

As you read this document, please keep these important points in mind:

- **Participation in the Special Retirement Program for Employees is completely voluntary. You decide whether or not to take advantage of this Special Retirement Program for Employees.**
- One-on-one meetings can be conducted to review the Special Retirement Program for Employees with each person individually, if requested. If you are married, your spouse is also encouraged to attend.

It is the County's present intent that this Special Retirement Program for Employees is a one-time, non-precedent setting program for currently eligible employees.

Response Date

If you desire to participate in the Special Retirement Program for Employees, you will need to provide written notification of your intent to participate in this program by executing a Retirement Agreement and General Release no later than October 5, 2009.

Any releases received after that date will be excluded from further consideration for participation in the Special Retirement Program for Employees, unless otherwise approved by the County.

Retirement Date

Your Retirement Date will be a mutually agreed upon Termination Date. Should you decide to participate in the Special Retirement Program for Employees, your last day of work with the County ("Termination Date") must occur on or before December 31, 2009. You will have the opportunity to revoke your election within seven (7) days of executing the Retirement Agreement and General Release described below.

Enhanced Retirement Incentives Under Special Retirement Program for Employees

The Special Retirement Program for Employees offers the following enhanced incentives to eligible employees, on a nonqualified plan basis, who elect to retire under this Special Retirement Program for Employees:

1. The County will pay into a health insurance fund in your name 100% of the cash equivalent of your accrued sick leave and accrued vacation (less applicable taxes), with such fund to pay toward the cost of health insurance during the period of retirement. Upon your notice to participate in this program, the employee will receive an accounting of the amount of such sick leave and vacation.
2. Following the use of all accrued sick leave and accrued vacation monies toward the cost of health care premiums during the period of retirement, the County will then pay 90% of the cost of the health care premium and the retiree will pay 10% of the cost of the health care premium for the next 12 months.
3. Following completion of the use of the accrued sick leave monies and following the additional 12 month payment arrangement for the health care premiums, the retiree shall be allowed to remain on the County group health insurance plan, to the degree acceptable to the health insurance carrier rules, until eligible for Medicare, by paying the full cost of the health insurance premium. Coverage for retirees or retirees' spouses who are over sixty-five (65) years of age will be offered supplemental coverage designed to supplement federal Medicare benefits.

4. Health Insurance Benefits available to Early Retirees or former employees under the County group health insurance are subject to change from time to time by the County at its sole discretion as it pertains to active employees.
5. Employees may choose a lump sum individual payment for 100% of accrued sick leave and accrued vacation as an alternative payment. If such an election is made, the employee shall not be eligible for the health insurance continuation payments described in paragraph 2 above, but shall be allowed to remain on the County group health insurance plan, to the degree acceptable to the health insurance carrier rules, until eligible for Medicare, by paying the full cost of the health insurance premium. Coverage for retirees or retirees' spouses who are over sixty-five (65) years of age will be offered supplemental coverage designed to supplement federal Medicare benefits.
6. The employee's retirement date shall be treated as the employee's qualifying event for COBRA eligibility purposes. Any period of time for which Employee's premiums are paid pursuant to paragraphs 1-3 and 5 above, shall be counted as part of the COBRA period, as applicable.

The Program is available with the provisions included as stated above and is not subject to negotiation or modification.

Payment Under this Special Retirement Program for Employees

In the event of your death following an election to participate under this Special Retirement Program for Employees, your surviving spouse will receive the supplement benefits under this Program, in accordance with the payment options selected.

The estimated monthly premium for health care for 2010 is as follows:

<u>Monthly County Portion – 90%</u>	<u>Monthly County Portion – 85%</u>
• \$ 590.08 for single coverage	• \$557.30 for single coverage
• \$1,543.88 for family coverage	• \$1,458.11 for family coverage

These premium rates are subject to change from time to time.

Older Workers Benefit Protection Act Compliance

Before you decide whether or not to participate in the Special Retirement Program for Employees, and in any event, prior to executing an Election Form and Retirement Agreement and General Release, you are encouraged to consult with your attorney. You are being given forty-five (45) days in which to

consider and sign the Retirement Agreement and General Release. In consideration of the County's payment to you under the Special Retirement Program for Employees, you are waiving valuable legal rights by electing participation and by signing the Retirement Agreement and General Release. Please also be advised that consistent with the Older Workers Benefit Protection Act of 1990 (as amended), you may revoke your election and the Retirement Agreement and General Release within seven (7) days of signing it. This revocation will be effective only if you file with the County Administrative Coordinator/Director of Finance, a written revocation within seven (7) days of the execution of the Retirement Agreement and General Release, otherwise it will be irrevocable.

Effective Date of Retirement

Because you may revoke the Retirement Agreement and General Release within seven (7) days of signing it, should you elect to accept the Special Retirement Program for Employees, your Election and Retirement Agreement and General Release will not become effective or enforceable until the eight (8th) day after your execution of the Retirement Agreement and General Release. Your retirement under the Special Retirement Program for Employees may not take place unless and until your Election and Retirement Agreement and General Release become effective.

Other Important Considerations

This communication serves as an explanation of the Special Voluntary Early Retirement Program for Employees. Should there be any difference between the information in this document or in any verbal communications from any source, this document will control. The County is the ultimate interpretive authority with respect to any provision of this Special Retirement Program for Employees.

Next Steps

Keep in mind that it is entirely your decision whether or not to elect to retire under this Special Retirement Program for Employees.

Remember, if you elect to participate in the Special Retirement Program for Employees, you will need to provide written decision to participate no later than October 5, 2009.

If you have any questions after reaching this document please contact Barbara Petkovsek at (608) 339-4579.

**RESOLUTION APPROVING COUNTY BOARD SUPERVISORS TO FOREGO
COUNTY BOARD AND COMMITTEE PER DIEMS**

INTRODUCED BY: Administrative & Finance Committee and Executive Committee

INTENT & SYNOPSIS: To reduce County expenses for Board "per diems" to assist in the effort to reduce County payroll during the economic downturn.

FISCAL NOTE: Estimated savings is to be determined.

WHEREAS: The downturn in the economy has had a significant impact on unrealized revenues in the 2009 budget in the areas of interest income, building permits and real estate transfer fees; and

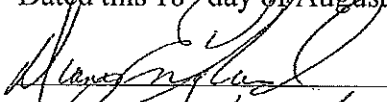
WHEREAS: Currently identified excess expenditures beyond the 2009 budget are H&HS out of home placements, Clerk of Courts – indigent fees and communication tower agreements; and

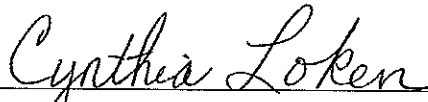
WHEREAS: Significant transfers were made from the general fund and contingency fund in 2008 to cover current and prior years overdrafts; and

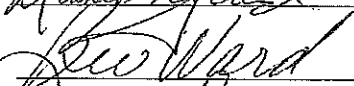
WHEREAS: The County Board desires to "lead by example" in the effort to reduce County expenses during the economic downturn.

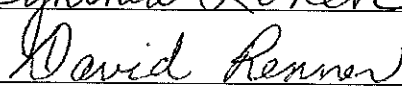
NOW, THEREFORE, BE IT RESOLVED: By the Adams County Board of Supervisors that it is hereby approved that the County Board Supervisors forego the per diem for the November and December County Board meetings and forego an additional per diem for one County meeting attended in November and December 2009.

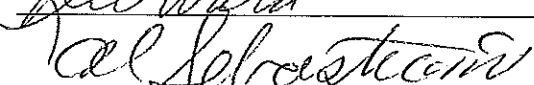
Dated this 18th day of August, 2009











Adopted _____

Defeated _____

Tabled _____

by the Adams County Board of Supervisors this 18th day of August, 2009.

County Board Chair

County Clerk

**RESOLUTION TO FURLOUGH OR LAYOFF EMPLOYEES AND CLOSE CERTAIN
COUNTY BUILDINGS**

INTRODUCED BY: Administrative & Finance Committee and Executive Committee.

INTENT & SYNOPSIS: To reduce county payroll and operating expenses by furlough or layoff of County employees.

FISCAL NOTE: Estimated savings of \$46,000 - \$49,000 per day for a total savings of \$92,000 - \$98,000.

WHEREAS: The downturn in the economy has had a significant impact on unrealized revenues in the 2009 budget in the areas of interest income, building permits and real estate transfer fees; and

WHEREAS: Currently identified excess expenditures beyond the 2009 budget are Health & Human Services out of home placements, Clerk of Courts -- indigent fees and communication tower agreements; and

WHEREAS: Significant transfers were made from the general fund and contingency fund in 2008 to cover current and prior years overdrafts; and

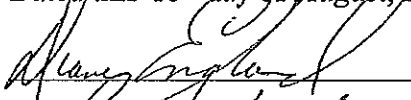
WHEREAS: A two (2) day unpaid furlough or layoff and closing most county buildings will save the County approximately \$92,000 - \$98,000.

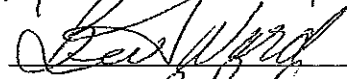
NOW, THEREFORE, BE IT RESOLVED: The Adams County Board of Supervisors hereby approves that all represented and non-represented employees be furloughed, or laid off, for two (2) days in 2009; and

BE IT FURTHER RESOLVED: That the Courthouse, Health & Human Services and the Community Center buildings be closed for business on November 25, 2009, and December 31, 2009, when employees will be furloughed or laid off; and

BE IT FURTHER RESOLVED: That employees in the following departments will be furloughed or temporarily laid off for two (2) days between September 1 and December 31, 2009: Solid Waste, Sheriff's Department, Health & Human Services "Practical Cents", and Highway.

1 Dated this 18th day of August, 2009

2 

3 

4 

5 Cynthia Loken

6 David Renner

7

8

9 Adopted _____

10 Defeated _____ by the Adams County Board of Supervisors this 18th day of August,

11 Tabled _____ 2009.

12

13

14 County Board Chair

County Clerk

**RESOLUTION TO OFFER AN EMPLOYEE SEVERANCE INCENTIVE
TO ASSIST IN CLOSING THE COUNTY'S 2010 BUDGET GAP**

INTRODUCED BY: Administrative & Finance Committee and Executive Committee

INTENT & SYNOPSIS: To offer a severance incentive to eligible employees as a means of reducing over all staff in Adams County to assist in closing the 2010 budget gap

FISCAL NOTE: To be determined.

WHEREAS: The downturn in the economy has had a significant impact on unrealized revenues in the 2009 budget in the areas of: interest income, building permits and real estate transfer fees; and

WHEREAS: It is anticipated that budget expectations for revenues in State aids, interest income, building permits and real estate transfer fees for the 2010 budget will be reduced from the 2009 budget; and

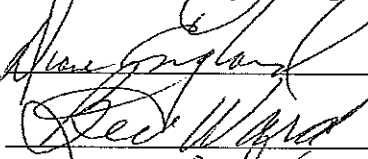
WHEREAS: The County increase in day to day expenditures such as utilities, operating supplies and materials, wages and benefits will exceed the State imposed 3% levy freeze for the 2010 budget; and

WHEREAS: The Executive Committee and Admin and Finance Committee have developed the attached "Special Severance Program for Employees" as a tool to assist in balancing the 2010 budget.

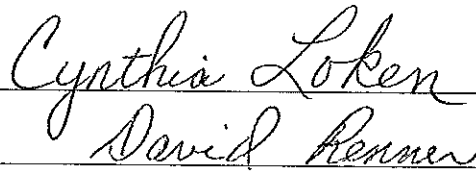
NOW, THEREFORE, BE IT RESOLVED: The Adams County Board of Supervisors hereby approves to offer the attached "Special Severance Program for Employees" as a tool to assist in balancing the 2010 budget; and

BE IT FURTHER RESOLVED: That vacated positions shall be analyzed, with every option explored to leave said positions vacant and/or to reduce full time positions to part-time positions.

Dated this 18th day of August, 2009


David Ward


Cynthia Loken


David Renner

Adopted _____

Defeated _____ by the Adams County Board of Supervisors this 18th day of August,
Tabled _____ 2009.

County Board Chair

County Clerk

Special Severance Program for Employees

Adams County (the "County") is offering a Special Severance Program for Employees from August 19, 2009, through October 5, 2009. This Special Severance Program offers a one-time, severance benefit to employees of the County who meet the following eligibility requirements:

- An active employee as of August 19, 2009 (including those on an approved leave of absence);
- For this Special Severance Program, age must be 55 or years of service + age must equal 60 as of December 31, 2009.

If you meet the above requirements (based on the County's records) you will be eligible for the Special Severance Program for Employees.

To take advantage of the special, enhanced severance benefit, you must elect to terminate (retire) from active service with the County.

Important Information to Keep In Mind

As you read this document, please keep these important points in mind:

- **Participation in the Special Severance Program for Employees is completely voluntary. You decide whether or not to take advantage of this Special Severance Program for Employees.**
- One-on-one meetings can be conducted to review the Special Severance Program for Employees with each person individually, if requested. If you are married, your spouse is also encouraged to attend.

It is the County's present intent that this Special Severance Program for Employees is a one-time, non-precedent setting program for currently eligible employees.

Response Date

If you desire to participate in the Special Severance Program for Employees, you will need to provide written notification of your intent to participate in this program by executing a Severance Agreement and General Release no later than October 5, 2009.

Any releases received after that date will be excluded from further consideration for participation in the Special Severance Program for Employees, unless otherwise approved by the County.

Severance Date

Your Severance Date will be a mutually agreed upon Termination Date. Should you decide to participate in the Special Severance Program for Employees, your last day of work with the County ("Termination Date") must occur on or before December 31, 2009. You will have the opportunity to revoke your election within seven (7) days of executing the Severance Agreement and General Release described below.

Enhanced Severance Incentives Under Special Severance Program for Employees

The Special Severance Program for Employees offers the following enhanced incentives to eligible employees, on a nonqualified plan basis, who elect to sever employment under this Special Severance Program for Employees:

1. The County will pay into a health insurance fund in your name 100% of the cash equivalent of your accrued sick leave and accrued vacation (less applicable taxes), with such fund to pay toward the cost of health insurance after termination. Upon your notice to participate in this program, the employee will receive an accounting of the amount of such sick leave and vacation.
2. Following use of all accrued sick leave and accrued vacation monies, the employee shall be allowed to remain on the County group health insurance plan under COBRA, or if eligible as a retiree with ten (10) or more years of full time employment to the degree acceptable to the health insurance carrier rules, until eligible for Medicare, by paying the full cost of the health insurance premium. Coverage for eligible retirees or retirees' spouses who are over sixty-five (65) years of age will be offered supplemental coverage designed to supplement federal Medicare benefits.
3. Health Insurance Benefits available to Early Retirees or former employees under the County group health insurance are subject to change from time to time by the County at its sole discretion as it pertains to active employees.
4. Employees may choose a lump sum individual payment for 100% of accrued sick leave and accrued vacation (less applicable taxes) as an alternative payment. If such an election is made, the employee shall be allowed to remain on the County group health insurance plan under COBRA, or if eligible as a retiree with ten (10) or more years of full time employment to the degree acceptable to the health insurance carrier rules, until eligible for Medicare, by

paying the full cost of the health insurance premium. Coverage for eligible retirees or retirees' spouses who are over sixty-five (65) years of age will be offered supplemental coverage designed to supplement federal Medicare benefits.

5. The employee's severance date shall be treated as the employee's qualifying event for COBRA eligibility purposes. Any period of time for which Employee's premiums are paid pursuant to paragraphs 1, 2, and 4, as set forth above shall be counted as part of the COBRA period, as applicable.

The Program is available with the provisions included as stated above and is not subject to negotiation or modification.

Payment Under this Special Severance Program for Employees

In the event of your death following an election to participate under this Special Severance Program for Employees, your surviving spouse will receive the supplement benefits under this Program, in accordance with the payment options selected.

The estimated monthly premium for health care for 2010 is as follows:

<u>County – 90%</u>	<u>County – 85%</u>
• \$ 590.08 for single coverage	▪ \$557.30 for single coverage
• \$1,543.88 for family coverage	▪ \$1,458.11 for family coverage

These premium rates are subject to change from time to time.

Older Workers Benefit Protection Act Compliance

Before you decide whether or not to participate in the Special Severance Program for Employees, and in any event, prior to executing an Election Form and Severance Agreement and General Release, you are encouraged to consult with your attorney. You are being given forty-five (45) days in which to consider and sign the Severance Agreement and General Release. In consideration of the County's payment to you under the Special Severance Program for Employees, you are waiving valuable legal rights by electing participation and by signing the Retirement Agreement and General Release. Please also be advised that consistent with the Older Workers Benefit Protection Act of 1990 (as amended), you may revoke your election and the Retirement Agreement and General Release within seven (7) days of signing it. This revocation will be effective only if you file with the County Administrative Coordinator/Director

of Finance, a written revocation within seven (7) days of the execution of the Retirement Agreement and General Release, otherwise it will be irrevocable.

Effective Date of Severance

Because you may revoke the Severance Agreement and General Release within seven (7) days of signing it, should you elect to accept the Special Severance Program for Employees, your Election and Severance Agreement and General Release will not become effective or enforceable until the eight (8th) day after your execution of the Severance Agreement and General Release. Your severance under the Special Severance Program for Employees may not take place unless and until your Election and Severance Agreement and General Release become effective.

Other Important Considerations

This communication serves as an explanation of the Special Severance Program for Employees. Should there be any difference between the information in this document or in any verbal communications from any source, this document will control. The County is the ultimate interpretive authority with respect to any provision of this Special Severance Program for Employees.

Next Steps

Keep in mind that it is entirely your decision whether or not to elect to terminate (retire) under this Special Severance Program for Employees.

Remember, if you elect to participate in the Special Severance Program for Employees, you will need to provide written decision to participate no later than October 5, 2009.

If you have any questions after reaching this document please contact Barbara Petkovsek at (608) 339-4579.

AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of Easton on November 20, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On July 9, 2009 Ronald Johnson petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a portion of a parcel (5 acres) in the Town of Easton, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on August 7, 2009, and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

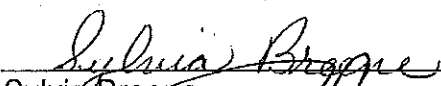
Zoning Change: The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby amended to reflect that a portion of the following described parcel (5 acres) be changed from an R2 Rural Residential District to an A-3 Secondary Agriculture District.

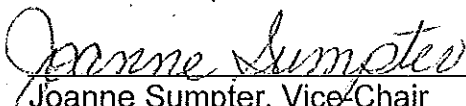
Property located in the E ½, E ½, Section 5, Township 16 North, Range 6 East, Lot 1 of CSM 2448 at N2501 11th Avenue, Town of Easton, Adams County, Wisconsin.

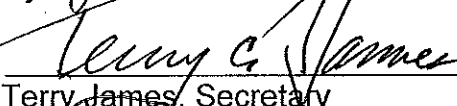
Published in the Times Reporter, the official newspaper of Adams County, on the _____ day of August, 2009.

Recommended for enactment by the Adams County Planning and Development Committee on this 7th day of August, 2009.



Glenn Licitar, Chair

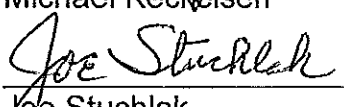

Sylvia Breene


Joanne Sumpter, Vice-Chair


Terry James, Secretary


Michael Keckeisen


Richard Colby


Joe Stuchlak

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of August, 2009



PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE

FRIENDSHIP, WI 53934

PHONE: 608-339-4222

www.adams.wi.gov

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE

August 7, 2009 – Room A260 -Courthouse

Friendship, WI 53934 –9:00 A.M.

Ronald L. Johnson – Rezoning request of a portion of a 18.65 acre parcel (5 acres) from an R2 Rural Residential District to an A3 Secondary Agriculture District with a Conditional Use permit under Section 5-5.03(B) to place a 1989 16' x 80' single wide manufactured home on property located in the E ½, E ½, Section 5, Township 16 North, Range 6 East, Lot 1 of CSM 2448 at N2501 11th Avenue, Town of Easton, Adams County, Wisconsin.

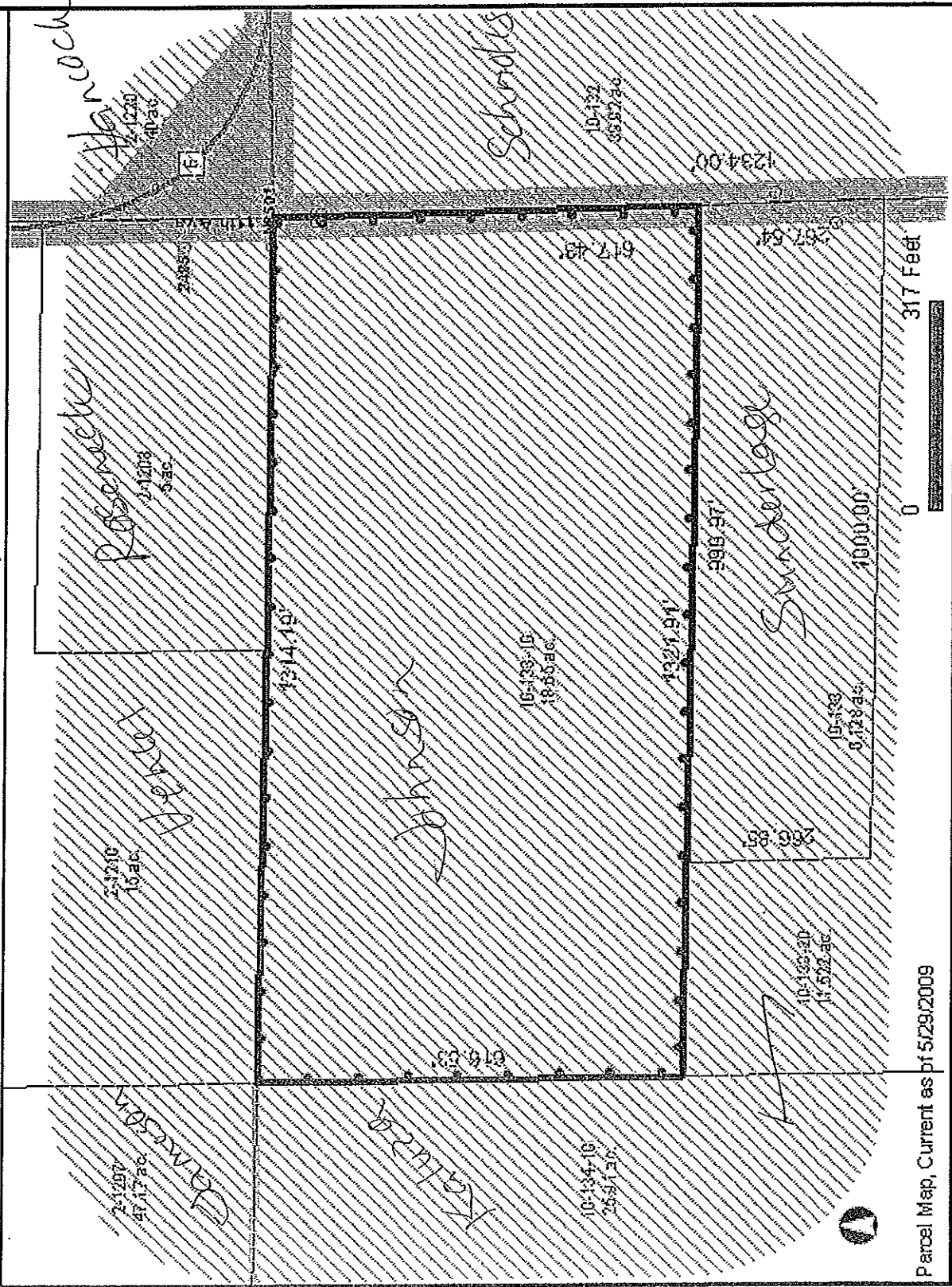
Appearing for with testimony: Ronald Johnson, owner.

Appearing against: None.

Correspondence: Notification from the Town of Easton that they did not object.

Disposition: Joe Stuchlak made a motion to recommend enactment of the rezoning and forward that recommendation on the above-described property, to the County Board for final action. Terry James seconded the motion. Roll Call Vote: 6-Yes. Motion carried.

JOHNSON E 1/2, E 1/2, 5-16-6 EASTON





Adams, WI

AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of the Town of Richfield on the 19th day of October, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On June 25, 2009, John & Carolyn Olson, owners, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Richfield, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on August 7, 2009, and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

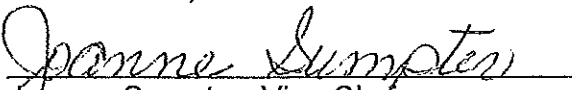
Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District.

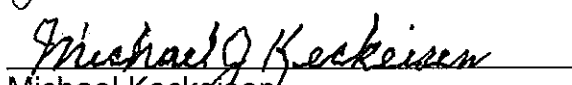
Property (40 acres) located in the NW ¼, NE ¼, Section 26, Township 18 North, Range 7 East, on Cypress Avenue, Town of Richfield, Adams County, Wisconsin.

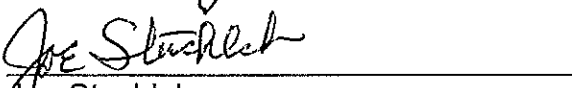
Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of August, 2009

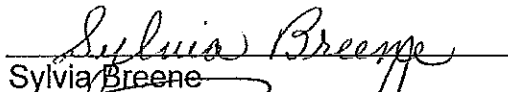
Recommended for enactment by the Adams County Planning and Development Committee on this 7th day of August, 2009.

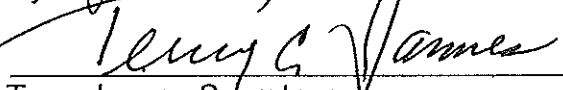

Glenn Licitar, Chair

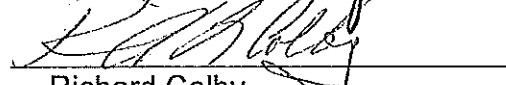

Joanne Sumpter, Vice-Chair


Michael Keckeisen


Joe Stuchlak


Sylvia Breene


Terry James, Secretary


Richard Colby

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of August, 2009



PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE
FRIENDSHIP, WI 53934

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE PHONE 608-339-4222

August 7, 2009 – Room A260 -Courthouse www.co.adams.wi.gov

Friendship, WI 53934 – 9:00 A.M.

John M. & Carolyn J. Olson – Rezoning request from an A1 Exclusive Agriculture District to an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow the property to be split into four parcels located in the NW ¼, NE ¼, Section 26, Township 18 North, Range 7 East, on Cypress Avenue, Town of Richfield, Adams County, Wisconsin.

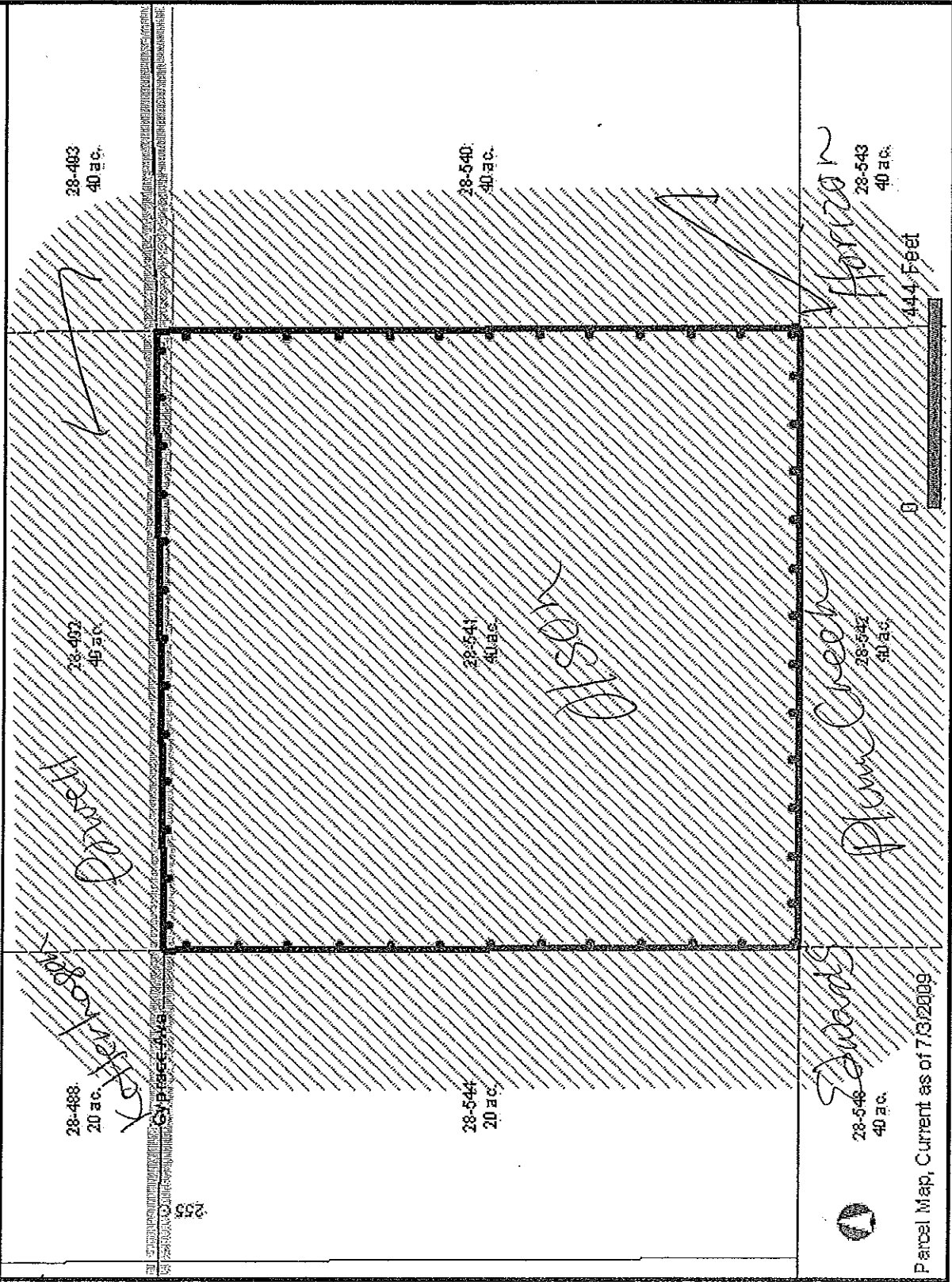
Appearing for with testimony: John Olson, Owner.

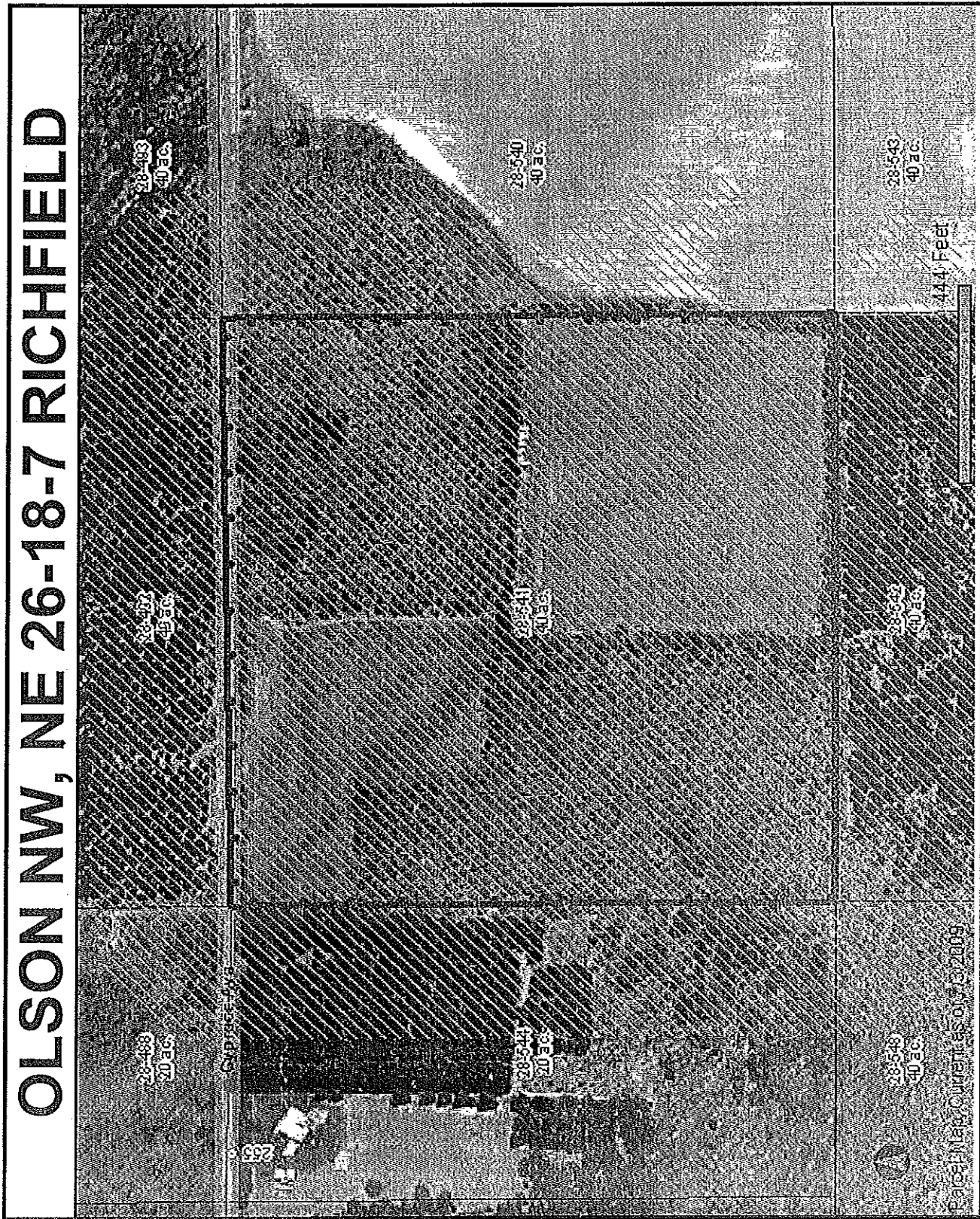
Appearing against: None.

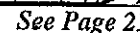
Correspondence: Notification from the Town Board of Richfield with no objections. Faxed letter from Thomas & Kay Lukas/Greg & Judy Ketterhagen objecting because the area is primarily used for hunting, are worried about trespassing and do not want residential development.

Disposition: Mike Keckeisen made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Joanne Sumpter seconded the motion. Roll Call Vote: 5-Yes. 1-No (James) Motion carried.

OLSON NW, NE 26-18-7 RICHFIELD







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1320.252 1577
800.731 8005

1116 5th Ave South
St. Cloud, MN 56301

Adams, WI

PREPARED FOR: JOHN OLSON

N1/4 CORNER
SEC 26 T18N R7E
HARRISON MON.

N 89°19'39" E
N 89°19'39" E

CYPRESS AVENUE

1317.24

2634.48'

NE CORNER
SEC 26 T18N R7E
HARRISON

1317.24'



SCALE: 1" = 300'

⊕ = GOVERNMENT CORNER LOCATION

CENTRAL STAKING INC
2523 POST ROAD
STEVENS POINT, WI 54481
OFFICE 715-345-6904 FAX 715-345-7728

SHEET 1 OF 1

Adopting Wisconsin Statutes, Section 106.50, as Amended, relating to the Equal Rights of all person to Fair Housing, and providing means for the implementation and enforcement thereof.

The Adams County Board of Supervisors does ordain as follows:

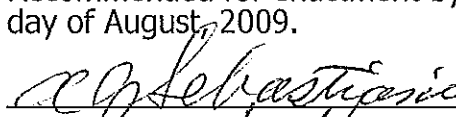
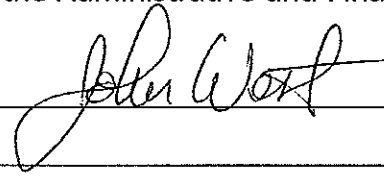
FAIR AND OPEN HOUSING

WHEREAS, the County of the Adams recognizes its responsibilities under Section 106.50, Wisconsin Statutes, as amended, and endorses the concepts of fair and open housing for all persons and prohibition of discrimination therein;

THEREFORE, BE IT ORDAINED THAT:

- 1) The County of the Adams hereby adopts Section 106.50, Wisconsin Statutes, as amended and all subsequent amendments thereto.
- 2) The officials and employees of the County of Adams shall assist in the orderly prevention and removal of all discrimination in housing within the County by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.
- 3) The County Clerk or support staff shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the County of Adams to file a complaint thereunder with the Wisconsin Department of Work Force Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

Recommended for enactment by the Administrative and Finance Committee this 13th day of August, 2009.

Enacted/Defeated/Tabled this ____th day of August, 2009 by the Adams County Board of Supervisors of the County of Adams.

Al Sebastiani, Adams County Chair

Cindy Phillippi, Adams County Clerk

Ad Hoc General Administrative and Policies Committee Meeting Minutes
July 14th, 2009, 3:00 p.m.

Called to order by Stuchlak 3:02 p.m. Roll call was taken, present Ward, England, Sumpter and James. Excused West. Also present Barb Petkovsek, Administrative Coordinator/Director of Finance.

The meeting was properly noticed.

Motioned by Sumpter/Ward to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/Sumpter to approve the June 24, 2009 minutes. Motion carried by unanimous voice vote.

Comments from Chris Murphy were read and discussed.

SECTION 2 - DISCIPLINE AND DISCHARGE

2.02 Disciplinary Procedure. Discipline shall be applied to all County employees for violation of the Personnel and General Administrative Policies, or other reasonable work standards not specifically defined herein, but only after consultation with the Administrative Coordinator/Director of Finance. As part of the disciplinary process, the County shall conduct an adequate investigation, prepare a list of potential violations, provide a copy to the employee for comment, and meet with the employee, and his union representative if applicable, to discuss the allegations and the response. While the following sequence of discipline is normally administered, the Administrative Coordinator/Director of Finance and Personnel Director reserves the right to determine the appropriate measure of discipline. ~~All discipline shall be discussed with the Personnel Director.~~

McLaughlin present.

Albert present at 3:40 p.m.

SECTION 4 - PAY CHECKS

4.01 Direct Deposit. Employees shall receive payroll, via direct deposit, on every other Friday. If a payday falls on a holiday, the employee will receive their payroll on the day prior to the holiday. Pay stubs shall be available for Highway employees by Thursday afternoon, prior to a scheduled Friday payday.

~~**4.01 Pay Schedule.** Employees shall be paid biweekly on alternate Fridays. If a payday is an observed holiday, employees will be paid on the preceding workday.~~

~~**4.02 Distribution of Checks.** The County Clerk will distribute paychecks in a confidential manner to Department Heads, or their designees, no earlier than 3:00 p.m. on the Thursday of the payroll week. Checks are distributed on Thursday as a courtesy. Shall any problems arise, at the Administrative Coordinator/Director of Finance's discretion, checks will be distributed on the Friday of payroll week.~~

CHAPTER EIGHT: BUDGETING AND ACCOUNTING POLICIES

SECTION 1 - INTRODUCTION TO BUDGETING & ACCOUNTING POLICIES

Albert excused a 3:50 p.m.

~~**1.02 Manual Review.** Each year, during the month of October, the Administrative Coordinator/Director of Finance, or the assigned designee, will be accepting suggestions for revisions and/or additions to the Financial Policy. Revisions and/or additions will be reviewed and approved by the Administrative & Finance Committee; once approved these shall be forwarded to the County Board for final approval with the annual Personnel & General Administrative Policies updates. Revisions to~~

~~this will be issued when policy, organizational or procedural changes occur. Revisions will be forwarded to each manual holder. These revisions must be incorporated in order to keep the policy current. Revision and additions will be effective upon County Board adoption.~~

SECTION 3 - ACCOUNTING POLICIES

Albert present at 4:15 p.m.

3.02 Appropriation and Revenue Control Policy. Department heads are responsible for their respective departments' expenditures and revenues in comparison to the budget. The Administrative Coordinator/Director of Finance will report monthly to the Administrative & Finance Committee all deviations from budgeted line items. The Administrative Coordinator/Director of Finance shall approve over expenditures in expense lines, and shall be notified of any unrealized revenues and report to the Administrative and Finance Committee. Budget reviews are used to control appropriations. They are also used to monitor that revenues of the County are realized in a timely manner in accordance with budget expectations.

Albert excused at 4:25 p.m.

This section needs to be reviewed and returned to:

3.06 Capital Costs. Capital costs are expenses for fixed assets such as land, land improvements, building and equipment. The County capitalization thresholds, to comply with GASB Statement #34, are as follows:

	Tracking and Inventory	Capitalize and Depreciate
Land	\$1	Capitalize only
Land Improvements	\$1	\$5000
Building	\$1	\$5000
Building Improvements	\$1	\$5000
Construction in Progress	\$1	Capitalize only
Machinery and Equipment	\$1000	\$5000
Vehicle	\$1000	\$5000
Infrastructure	\$5000	\$5000

4.04 Oversight Home Committee and the Administrative & Finance Committees
Replace Oversight Committee with Home Committee through out entire policy.

SECTION 5 - INTERNAL CONTROL

5.02 Procedures. Each Department shall develop an organizational chart clearly defining lines of authority and responsibility.

- A. To the greatest extent possible, all financial and accounting responsibilities must be segregated, so that no one individual has complete authority over an entire transaction.
- B. Official accounting reports must be prepared or checked by persons other than those responsible for operations for which the report is prepared.
- C. Each department shall review monthly Skyward financial reports to monitor revenues and expenditures in comparison to the adopted budget.
- D. Each department shall reconcile monthly revenues, and expenditures and balance sheet accounts to the financial reports provided by the Administrative Coordinator/ Director of Finance Office by the 18th day of the month. Any discrepancies found in the financial reports shall be brought to the attention of the Administrative Coordinator/ Director of Finance promptly.

Add a J. to this section:

J. End of month financial reports shall be distributed to the departments by the 5th business day of each month.

SECTION 6 - CHART OF ACCOUNTS

FUND	General Fund	100
XXX	Special Revenue Funds	210, 240, 400 – 500,&-600
LEVEL 1	Debt Service	300
	Internal Service Fund	700
	Enterprise Fund	600

Albert present at 4:45 p.m.

SECTION 8 - DEPRECIATION POLICY

Furniture, Machinery and Equipment: 4- 3 -20 years

SECTION 10 - ACCOUNTS RECEIVABLE

10.03 It is the responsibility the Administrative Coordinator/Director of Finance of each Department to reconcile their accounts receivable accounts.

SECTION 11 - ACCOUNTS PAYABLE

11.04 It is the responsibility the Administrative Coordinator/Director of Finance of each Department to reconcile their accounts payable accounts.

SECTION 13 - CASH RECEIPTS

G. The monthly cutoff for deposits with the County Treasurer is 3:00 p.m. on the last working day of the month. Deposits made after this deadline will be credited to the following month. No exceptions will be made. ~~unless otherwise approved by the Administrative Coordinator/Director of Finance for extenuating circumstances only.~~

H. No checks shall be cashed from cash receipts. ~~any exceptions shall be completed only with a side letter approved by the Administrative & Finance Committee.~~

Create a new Section 13.04 Raffle Tickets (this will be provide by Jack at the next meeting to insert)

SECTION 15 - PETTY CASH REIMBURSEMENT

15.02 The petty cash fund will be operated as an *imprest fund* (looking for a new word will insert at next meeting) under the control of the responsible department.

15.03 Requests for Petty Cash funds shall be requested through the Administrative Coordinator/Director of Finance who shall forwards the request to the Administrative & Finance Committee for approval. Petty cash amounts shall be determined, based on Department request and needs, by the Administrative & Finance Committee.

15.04 Departments are responsible for reconciling at the time of each purchase.

~~15.04~~15.05 Reimbursement Procedures.

- A. Prepare a voucher and attach respective receipts. List on the voucher the account number(s) to be charged and the dollar amounts for each account. The total on the voucher must equal total of the attached receipts.
- B. Receive department head approval and submit voucher to the Administrative Coordinator/Director of Finance Office for reimbursement.
- c. Departments turn in all receipts for reimbursement in the current year prior to December 31st.

SECTION 17 - VOUCHERS

17.06 If a Department fails to submit an invoice for payment in a timely manner in order to the process the for payment by the due date, the department head must contact the Administrative Coordinator/Director of Finance to process the payment of any interest due and/or all late fees. All interest will be charged to the department and reported to Oversight and Administrative & Finance Committees.

Albert excused at 5:20 p.m.

This section back to Administrative and Finance Committee for review and discussion:

17.08 Voucher Verification. The Department shall be responsible to ensure that no taxes are charged to the County on all invoices, as the County is tax exempt. The Payroll Specialist/Account Technician shall be responsible to verify that the invoice amount matches the voucher amount. Any vouchers that are incorrect will be returned to the department by the Administrative Coordinator/Director of Finance's Office for correction prior to any payment being issued. The Administrative & Finance Committee shall review and approve or deny summary reports of the payments issued each month. Signatures or stamps of the Administrative & Finance Committee on the summary report authorizing prior weekly payments.

~~**17.10 Overdrawn Accounts.** Department heads are responsible for their respective departments' expenditures and revenues in comparison to budget. The Administrative Coordinator/Director of Finance will report monthly to the Administrative & Finance Committee all deviations from budgeted line items. The Administrative Coordinator/Director of Finance shall approve over expenditures in expense lines, and shall be notified of any unrealized revenues in accordance with section 3.04 of this Chapter. Budget reviews are used to control appropriations. They are also used to monitor that revenues of the County are realized in a timely manner in accordance with budget expectations.~~
Albert present at 5:40 p.m.

SECTION 19 - CONVENTIONS, SEMINARS, TRAINING & TOUR REIMBURSEMENT

19.03 Reimbursement for Expenses. The County will reimburse employees for expenses incurred for approved travel, conventions, seminars, training and tours. Employees shall be reimbursed in the weekly check processing. ~~In order to receive reimbursement, County Board, Committee members and employees must submit a Training & Conference Reimbursement Form along with copies of the original receipts to the Administrative Coordinator/ Director of Finance's office for payment.~~ Employees shall receive approval, from their department head, prior to attending any convention, seminar, training or tour. The department head shall only approve an employee to go to a convention, seminar, training or tour if the money is available in the budget.

B. Mileage. Employees authorized to drive for County business shall hold a valid driver's license. Authorized use of an employee's automobile for County business shall be reimbursed at the rate set by the Internal Revenue Service. Contact the Administrative Coordinator/ Director of Finance's Office for the current rate. The employee shall use the most direct route possible. Distance shall be computed from the employee's primary residence or work location, as circumstances warrant. In order to receive mileage reimbursement, it will be necessary to provide the ~~Personnel Department~~ Administrative Coordinator/Director of Finance with a Certificate of Insurance, or a copy of the declaration page, indicating the amounts of coverage for liability and an expiration date of the policy. Per the Wisconsin County Mutual Insurance Corporation, the limits of coverage the employee should have are:

~~**SECTION 20 - PERSONAL CELL PHONE USAGE REIMBURSEMENT**~~

~~**20.01** In order to be reimbursed for the use of a personal cell phone for County business, approval~~

~~must be obtained in advance from the employee's department head. In the case of a department head, approval must be obtained in advance from the Administrative Coordinator/Director of Finance. Only if the approval is obtained, reimbursement may be claimed for actual costs incurred in the conduct of County business. If an employee uses their cell phone for County business, and it does not exceed the minutes on their cell phone plan, the County shall not pay a reimbursement. If the employee is charged for use of their phone for County business while roaming on their cell phone plan or if the minutes used for County business exceed the employee's plan minutes, the County will reimburse employees for these minutes at the rate the employee was billed by the Cell Phone Carrier.~~

~~**20.02** Employees shall limit, to the best of their ability, the use of a personal cell phone for County business.~~

~~**20.03** If the reimbursements become excessive in use and expense, the department head or Administrative Coordinator/Director of Finance may recommend to the Administrative & Finance Committee that it is in the best interest of the County to issue a County cell phone to the employee. See Section 21 for instructions on obtaining a County cell phone.~~

~~**20.04** Reimbursements shall be requested on the Cell Phone Usage Request for Reimbursement Form available in the Administrative Coordinator/ Director of Finance's Office. Attached to this Form, the employee shall include the entire detailed billing from the employee's Cell Phone Carrier with the phone calls for County business highlighted. This shall be submitted to the Department Head for approval of the billing and shall be submitted to the Administrative Coordinator/ Director of Finance's Office for payment with the monthly vouchers.~~

~~**20.05** Any reimbursement expense paid to an employee for personal cell phone usage shall be deducted from the Department's expense account for telephone services.~~

SECTION 21 - COUNTY CELL PHONE ISSUANCE

~~**21.04** Under no circumstances shall the County cell phone be used for personal telephone calls. If an employee violates this Policy or if there is excessive unnecessary usage of the cell phone, disciplinary action, up to and including discharge may be taken.~~

England excused at 6:00 p.m.

22.03 Purchasing Rules & Regulations.

- A. Competitive bidding is not required for contract unless there exists a specific legal requirement that bidding proposals be advertised. Except where required by statute, the County is free to negotiate contracts, as it deems provident.
- B. Adams County follows §59.52(29) and §66.0901, Wisconsin Stats., for public works contracting and bidding and shall comply with all prevailing wage requirements.
 - ~~1. All public works contracts for construction, repair, remodeling or improvement of any public work, building or furnishing supplies or materials of any kind where the estimated cost will exceed \$25,000, the amount stated in §59.52(29), Wisconsin Stats. as may be amended from time to time, shall be by contract to the lowest responsible bidder.~~
 - ~~2. If the estimate is between \$5,000 and \$25,000, pursuant §59.52(29), Wisconsin Stats., applies and a contract may be given directly after the giving of a Class I notice or by a Request for Proposal (RFP). A Proof of Responsibility, pursuant §66.0901, Wisconsin Stats. as may be amended, supplied not less than five (5) days prior to the opening of any RFP must accompany a RFP from any contractor.~~
 - ~~3. The previous provisions of county policy, B1 and B2, are not mandatory for the repair or reconstruction of public facilities when damage or threatened damage creates an emergency, as determined by resolution of the County Board or the welfare of the County is threatened.~~

4. ~~Nothing herein applies to public construction if the materials or labor are donated or provided by volunteers or by county personnel on county time.~~
5. ~~Nothing herein applies to highway contracts which the County Public Works Committee or the County Highway Commissioner is authorized by law to let or make.~~
- E. ~~Bidding and contract procedures pertaining to bids will be determined by the County Board unless delegated to a governing committee by State Statute, County Board Ordinance or County Board Resolution. These procedures include the following:~~
 1. ~~**Eligibility to Bid.** Including but not limited to:~~
 - ~~County residency~~
 - ~~Sufficient insurance~~
 - ~~Bid Bond~~
 - ~~Licensed or certified~~
 - ~~Performance bond~~
 2. ~~**Solicitation of Bids.** Including but not limited to:~~
 - ~~County paper~~
 - ~~Other periodicals~~
 - ~~Direct Letter of Invitation~~
 3. ~~**Submission of Bids.** Including but not limited to:~~
 - ~~Sealed and labeled as a bid~~
 - ~~Delivered to named official's office by set time and date~~
 - ~~On prescribed form~~
 - ~~Including bid bond~~
 4. ~~**Handling of Bids and Quotations.** Including but not limited to:~~
 - ~~Not opened until due date and time passes~~
 - ~~Opened in public at open meeting~~
 - ~~Copies of bids available to public after opening~~
 5. ~~**Awarding of Invitations to Bid.** Including but not limited to:~~
 - ~~To lowest eligible bidder~~
 - ~~Award in writing~~
 - ~~Subject to receipt and approval of performance bond by~~
 - ~~Corporation Counsel, if required~~
 6. ~~**Performance by Successful Bidder.** Including but not limited to:~~
 - ~~As per contract~~
 - ~~Performance monitored and determined by Committee delegated~~
 - ~~Responsibility for bid and contract~~

SECTION 24 - CONTRACTS, TITLES & LEASES

24.01 All original contracts, titles and leases shall be reviewed and initialed by the Corporation Counsel and Administrative Coordinator/Director of Finance prior to Committee and/or County Board approval.

24.02 All original contracts, titles and leases shall be signed by the Administrative Coordinator/Director of Finance, after review and approval of the Corporation Counsel and appropriate Oversight Committee provided they have been approved in the current year's budget.

24.04 A copy of all original signed contracts and leases shall be provided to the County Clerk by the Department Head within five (5) working days.

24.06 All original Contracts, Titles and Leases shall be held in the name of "Adams County Government" and shall be held by the County Clerk unless otherwise stated by law.

Set the next meeting date for July 28th.

Motioned by James/Ward to adjourn at 6:30 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,

Recording Secretary

These minutes have not been approved

ADAMS COUNTY BOARD OF SUPERVISORS MONTHLY MEETING MINUTES
ADAMS COUNTY BOARD ROOM
July 21st 2009, 6:00 p.m.

The Adams County Board of Supervisors meeting was called to order by Chairperson Sebastiani at 6:00 p.m.

Roll Call of Supervisors: Dist. #01-Glenn Licitar; Dist. #02-Diane England; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joe Stuchlak; Dist. #08-Frances Dehmlow; Dist. #09-Pat Townsend; Dist. #10-Joanne Sumpter; Dist. #11-Gary Hartley; Dist. #12-Florence Johnson; Dist. #13-Michael Keckeisen; Dist. #15-David Renner; Dist. #16-John West; Dist. #17-Joyce Kirsenlohr; Dist. #18-Terry James; Dist. #19-Karl Klingforth; Dist. #20-Cynthia Loken. Excused Dist. #14-Bev Ward.

Motioned by Klingforth/Sumpter to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Licitar/Kotlowski to approve the June 16th, 2009 County Board Minutes. Motion carried by unanimous voice vote.

Claims were read.

Correspondence: Letter dated June 16th, 2009 from Joseph & Carol Bobrick regarding property in the Town of Adams was provided to each supervisor.

Appointments: Motioned by Keckeisen/Stuchlak to reappoint Cathy Croke, W. Dale Helm and Ivan Morrow to the Adams County Board of Adjustments. Motion carried by unanimous voice vote.

Unfinished Business: none

Reports and Presentations:

A presentation was given by Ayres on the space facility study. A summary document was provided to each County Board Supervisor.

The Administrative Coordinator/Director of Finance reported on the following:

- Video Conferencing/DAR – Digital Audio Recording - The equipment has been ordered. Installation to begin August 17 thru August 30. We will be tracking the return on investment.
- \$150,000 of state budget dollars are being earmarked for the Easton Dam.
- \$300,000 of state dollars for lake study starting from Merrill to Castle Rock monies allocated over a 2 year period allocate thru the Department of Natural Resources. This is to begin water quality monitoring on Castle Rock and Petenwell Lake.
- We are looking at a County budget gap of 1.6 million. Budget packets have been handed out. The initial budget for 2010 will be with no furlough days.
- Retirement/Voluntary Early Retirement Incentive package will be going out soon.
- We are looking at two employee furloughs days in 2009.
- We are looking at County Board furloughs being in Nov/Dec with the board forgiving a County Board meeting each month with one additional Committee Meeting per diem.
- Unrealized revenues in 2009 currently consist of Interest Income, Building Permits, and Real Estate transfer fees.
- There are excess expenditures in Heath & Human Services for out of home placements this year.
- Unit Clarifications have been completed. Now we are working on negotiating the impact.
- Wellness – HRA will be in August.

- Veterans Day In-Service day is being worked on.
- Sexual Harassment Training has been completed.
- County Tour will be July 30th.
- AD HOC Committee on rules are trying to complete draft in July to send to Mutual by mid August to be able to act on before end of year.
- Communications System – US Cell sites at Big Flats, Strongs Prairie and Richfield were to go live 7/23, but there was a slight delay for installation of meters and power. Hoping in the next couple weeks they will go live. US Cell site at Jackson has passed the load study due to movement of equipment by US Cell. That site will now move forward.
- WCA Conference Registration need to be turned in.
- Wisconsin Emergency Management letter was read.
- Wisconsin Department of Health Services letter was read.

Jack Albert gave a presentation regarding open records request for Personnel Records.

Resolutions:

Res. #46: Motioned by Johnson/Hartley to adopt Res. #46 to authorize Highway Commissioner Ron Chamberlain to Travel to Washington DC in support of Adams County's 2009 TIGER Grant submittal. Motion to adopt Res. #46 carried by roll vote 18 yes, 1 no, 1 excused. Voting no, Sumpter. Excused, Ward.

Res. #47: Motioned by Stuchlak/Renner to adopt Res. #47 to purchase and replace a 10-year old 2500 series Chevrolet truck, plow, and attachment at Castle Rock Park, Adams County, with a 2009, 2500 series truck, plow, and attachment. Motion to adopt Res. #47 failed by roll call vote, 11 no, 8 yes, 1 excused. Voting yes, Babcock, England, Kotlowski, Licitar, Renner, Sebastiani, Stuchlak, and Townsend. Excused, Ward.

Recess: Motioned by Loken/Renner to take a 15 minute recess at 7:30 p.m. Motion carried by voice vote.

Reconvene: Reconvened at 7:47 p.m., 19 present, 1 excused. Excused, Ward.

Ordinances: none

Denials:

Den. #03: Motioned by James/Keckeisen to enact Denial #03. Bruce & Jody Duellman, owners, of a parcel of land (1 acre) in the Town of Leola, property (1 acre) located in the SE ¼, NE ¼, & the NE ¼, NE ¼, Section 35, Township 20 North, Range 7 East, Lot 1 of CSM 5126, requests property be changed from a Conservancy District to a Recreational/Residential District.

Public participation: Bruce Duellman, owner, of a parcel of land (1 acre) in the Town of Leola, property (1 acre) located in the SE ¼, NE ¼, & the NE ¼, NE ¼, Section 35, Township 20 North, Range 7 East, Lot 1 of CSM 5126, requests property be changed from a Conservancy District to a Recreational/Residential District and that the board deny the denial.

Motioned by Keckeisen/Stuchlak to call the question. Motion carried by unanimous voice vote. Motion to enact Denial #03 carried by roll call vote 10 yes, 9 no, 1 excused. Voting no, Babcock, Hartley, Johnson, Kirslenlohr, Klingforth, Kotlowski, Licitar, Loken, and Morgan. Excused, Ward.

Den. #04: Motioned by Klingforth/Stuchlak to enact Denial #04. DuBois Investments, owner, of a portion of a parcel of land (approximately 1¼ acres) in the Town of Leola, requests property (1¼

acres) located in the SE ¼, NE ¼, Section 35, Township 20 North, Range 7 East, Lots 1-4 of CSM 2278 on Aspen Drive, be changed from a Conservancy District to a Recreational/Residential District. Motion to enact Denial #04 carried by roll call vote 17 yes, 2 no, 1 excused. Voting no, Hartley and Loken. Excused, Ward.

Den. #05: Motioned by Stuchlak/Sumpter to enact Denial #05. Ronald Johnson requests a portion of a parcel (5 acres) in the Town of Easton, property located in the E ½, E ½, Section 5, Township 16 North, Range 6 East, Lot 1 of CSM 2448 at N2501 11th Avenue, be changed from an R2 Rural Residential District to an R-3 Mobile Home Park Residential District. Motion to enact Denial #05 carried by roll call vote 18 yes, 1 no, 1 excused. Voting no, Loken. Excused, Ward.

Petitions: none

Motioned by Sumpter/Hartley to approve claims. Motion carried by unanimous voice vote.
Motioned by Sumpter/West to approve per diem and mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Hartley to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Closed Session: none

Set meeting date for July 30th, 2009 at 8:00 a.m.

Motioned by West/Loken to adjourn at 8:21 p.m. until July 30th, 2009 at 8:00 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Adams County Clerk,

These minutes have not been approved.

Adams County Board of Supervisors Meeting Minutes
Thursday, July 30, 2009, 8:00 a.m.

The Adams County Board of Supervisors meeting was called to order by Chairperson Sebastiani at 8:01 a.m.

Roll Call of Supervisors: Dist. #02-Diane England; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #07-Joe Stuchlak; Dist. #09-Pat Townsend; Dist. #10-Joanne Sumpter; Dist. #11-Gary Hartley; Dist. #12-Florence Johnson; Dist. #14-Bev Ward; Dist. #15-David Renner; Dist. #18-Terry James; Dist. #19-Karl Klingforth; Dist. #20-Cynthia Loken.

Excused Dist. #01-Glenn Licitar; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #08-Frances Dehmlow; Dist. #13-Michael Keckeisen; Dist. #17-Joyce Kirslenlohr; and Dist. #16-John West.

Motioned by James/Loken to approve the agenda. Motion carried by unanimous voice vote.

Licitar present at 8:07 a.m.

The County Board toured the following sites:

- Emergency Management Response Trailers
 - 4-H Shooting Sports Demonstration on 4-H Land
 - Bob Grabarski Farm – Animal Waste Storage, Nutrient Management
 - Petenwell Park – Shoreland Improvement, Park, Marina, Lane Acquisition
- Lunch Monroe Center – Men:, pork roast, company potatoes, vegetables, dessert, milk
- Lake Arrowhead Area – Aquatic Invasive Species, Water Monitoring, Dams
 - JJ Cranberries

The board viewed sites on the way to consist of the drainage districts, grazing beef cattle, animal waste and storm water runoff, vegetable operations, grassland areas and prairie chickens.

The tour was strictly informational and no decisions were made.

Motioned by Johnson/Sumpter to adjourn at 4:15 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,



Cindy Philippi

Adams County Clerk,

These minutes have not been approved.

ADMINISTRATIVE & FINANCE MEETING MINUTES

July 9, 2009 1:00 p.m.

Meeting was called to order by Sebastiani at 1:00 p.m. Ward, Klingforth, Kirslenohr, West, and Sebastiani were present. Barb Petkovsek, Joanne Sumpteur and Cindy Phillippi present.

The meeting was properly announced.

Motioned by Sebastiani/Klingforth to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/Kirslenohr to approve minutes. Motion carried by unanimous voice vote.

The committee will review the check register and report back at the next meeting, any questions should go through Barb.

There have been transfers from the contingency fund or general fund. Cash has not been reconciled. The VSO department expense will be over. Currently the Planning and Zoning, Register of Deeds, and Treasurer's Department revenues are not being met. The Library budget may be over from the vacation payout for Barb Waugh. Sales tax is on target. The auditor will be here in August to review the audit report with the committee.

Kirslenohr believes there should be a reserve account for comp time and vacation time needing to be paid out.

All the back pay has been paid out. There doesn't seem to be any significant issues in departments' budgets.

There is a balloon payment due on the UPPI loan. This will be discussed again next month.

One year extension for Schenck will be discussed next month.

Motioned by Ward/Sebastiani to send a letter to Jeff Cohen requesting a written quote for the indirect cost plan. Motion carried by unanimous voice vote.

Resolution to be prepared regarding furloughs for employees being the day before Thanksgiving and December 31.

Resolution to be prepared regarding county board supervisors forgiving per diem for 2 county board meetings and 2 regular meetings in November and December.

Resolution to be prepared to offer two options on retirement; age plus years of service equaling 75, you could use 100% of your sick time towards health insurance. The county would pay 90% or 85% for 1 full year after unused sick time is used, towards health insurance. The second option, age plus years of service equaling 60, you could use 100% of sick time towards health insurance premiums.

Budget parameters were discussed with the following suggestions:

Budget to include union wages per contracts and nonrepresented to include appropriate steps, with a zero percent increase. Discussion took place regarding reducing mileage reimbursement. Departments will budget according to the IRS rates. Department budgets should be turned into Liz 2 days prior to department committee meetings for approval.

The module purchase for Skyward now calculates the wages as they need to be adjusted.

Health insurance costs in the first quarter have been \$400,000 more than premiums collected. We may be looking at a 15 percent increase in premiums next year.

Klingforth excused at 3:05 p.m.

Tentative Administrative and Finance 2010 budget dates September 21, 22, 23, 24.
Joanne Sumpter will be sitting in place of Bev Ward on September 21, 22, 23.

MIS-Dawn provided the committee with a budget report and gave a brief update on office activities.

County Clerk-Cindy gave an update on office activities to include:

Use of vacation/sick time:

Barb 7/10

Jeri 7/13, 7/16, 7/21, 8/4

Tracy 7/21, 7/23, 8/18, 8/25, 8/27

Cindy out a week in August.

Cindy identified and explained some of the following realignment/cross training of some work assignments:

7/10, 7/17 Jeri will continue working on meeting notices w/Barb shadowing

7/24 Barb to begin working on meeting notices

July county board claims to be completed by Jeri w/Barb shadowing, calculating, checking and entering a few for training. August Barb to begin processing county board claims

Tracy and Barb begin to be the primary persons on answering phones and counter work starting the week of July 20th

Tracy to continue working on marriage license, resolution and ordinance index, election items, filing, timber cutting permits. ALL Timber cutting permits Barb should start to complete and Tracy to send out ALL mailings.

Week of July 20th Barb stuff payroll checks. Continue to shadow marriage license during probation.

Beginning the week of July 21st Jeri work mainly on SVRS lessons and continue to complete (Priority) to be completed mid Oct.

Jeri will be the lead on SVRS, election setup, changes, HAVA checks, basic SVRS management.

Jeri to update any and all pending SVRS items, reconciliation, merging, and basic management items.

Jeri to set up 2010 election when information is certified by the state.

Cindy informed the committee of the new law pertaining to the ability to increase the marriage waiver fee. The committee recommended drafting a resolution for the next meeting.

There will be some training coming up on domestic partnerships. This will become effective on August 1st.

The fee can not exceed current marriage fee and the waiver fee can not be more than \$10.00

Committee recommended bringing a draft resolution forward for the next meeting regarding domestic partnership fees.

Bays informed the committee that interest rates are dropping. \$12.4 million will be going out to schools, municipalities, etc, in August. The June investment report interest rate is incorrect. Court date for tax deeded property is August 4th.

Set next meeting date for August 13, at 9:00 a.m. in A160.

Motioned by Sebastiani/Ward to adjourn at 4:03 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi, Recording Secretary

These minutes have not been approved.

Adams County Airport Commission
Minutes for the July 13, 2009 Meeting

Call to Order: Meeting was called to order by Chairman Hartley at 7:08PM.

Roll Call: G. Hartley, J. Johnston, S. Pollina, J. Reuterskiold, F. Dehmlow. Also in attendance were M. Scott, airport manager, and S. Sundsmo, grounds keeper.

Audience: Jeff Reabe, Reabe Spraying Service.

Was the meeting properly announced? Yes

Approve Agenda: Motion by Johnston, Second by Pollina to approve the agenda. All aye, motion carried.

Approve the minutes: Scott reported he had received notes from the July, 21, 2008, September 8, 2008 and January 15, 2009 meetings and expected to have the minutes at the next meeting. Motion by Johnston, Second by Pollina to approve the June 8, 2009 minutes as presented. All aye, motion carried.

Airport Managers Report:

Review Correspondence:

Scott reported that he received an email from the amateur radio group (ARES/RACES) requesting an appeal for reconsideration of their request to place a tower on Friendship Mound at a height that would encroach on the height zone. Scott also reported the request was made to Phil McLaughlin, Planning and Zoning, and was forwarded to Jack Albert, Corporation Counsel.

Scott read a letter from the Bureau of Aeronautics indicating that another Pavement Condition Inspection of the runway will take place this year and we will be contacted by the contractor.

Scott introduced a bill from MetCo for cathodic testing of the underground storage tank and weights/measures test.

Also introduced by Scott was the 2nd quarter fuel tax return reflecting a 335 gallon loss that was previously reported. Scott read a letter he drafted to the Dept. of Revenue explaining what may have led to the shortage (a change in the credit card reader that required a change in the computer program by QT, the units manufacturer).

Adams County Airport Commission
Minutes for the July 13, 2009 Meeting

Scott requested permission to take agenda items out of order because Mr. Reabe was present to answer any questions. Motion to approve by Johnston, Second by Dehmlow, all voted aye, motion carried.

Reabe Spraying Service Contract Request:

Scott presented a commercial lease for approval between the County and Reabe Spraying Service for agricultural spraying from the airport. The contract was presented and approved by Corporate Counsel.

Mr. Reabe responded to questions from the commission and provided an insightful explanation of State and Federal laws and his operation. He also stated the contract, in his opinion, was a good one and covered all it should. And, he expressed appreciation for the facility and the improvements to it the county has made.

Motion by Johnston, Second by Reuterskiold to approve the commercial lease to Reabe Spraying Service that was approved by Corporate Counsel and authorize the airport manager to sign on behalf of the commission. There being no further discussion a vote was called by Chairman Hartely, all voted aye and the motion was carried.

Financial Review Monthly Check Summary:

Scott introduced the expense and revenue statements from 1/1/09 through 6/30/09. The statements were misdirected during the past few months but the issue was recently resolved. Being 50% into the year only 17% of the fuel revenue has been received but the 3rd quarter historically has seen greater sales. And, grounds maintenance is at 79% of its annual budget due, for the most part, to the increased cost of fertilizer but is being watched.

Fuel Report:

Fuel sales are slightly better than last year. From 1/1/09 through 6/30/2009 a total of 5,318 gallons have been sold which compares with 5,067 during the same period last year. Scott reminded the commission that the 2008 sales were down from the 2007 year. Current costs are \$3.51 per gallon which compares well with other airports that range from \$3.50 to slightly over \$4.00 per gallon.

6-Year Improvement Plan Update: Scott reported that the Bureau of Aeronautics sent the petition package for the next phase of the 6 year improvement plan. This phase will include continuation of the hangar area development, feasibility study for extending the runway and clearing approaches for 2009. In 2010 acquire

Adams County Airport Commission
Minutes for the July 13, 2009 Meeting

easements and design runway extension. Then, in 2011 to extend the runway and in 2012 to sealcoat airport pavements

The hangar area development has been approved under a previous petition but the rest has not and will require a new petition which Scott has and will begin working on.

Courtesy Car – No action.

Motion by Johnston, second by Reuterskiold to approve the airport manager's report. All voted aye, motion carried.

Grounds Keeper Report: Sundsmo reported the lack of rain has given relieve to grass cutting and that all equipment is in working order. He also reported that his job requires the use of his personal vehicle and asked about provisions for mileage. Mileage has been paid to others in the job when required to use their personal vehicles and he was directed to speak with the County Clerk.

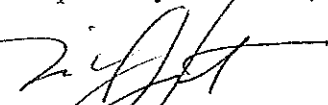
Motion by Johnston, second by Reuterskiold to approve the grounds keepers report. All aye, motion carried.

Audience Comments: None

Next meeting set for August 10, 2009 at 7PM.

There being no further business a motion was made by Reuterskiold, second by Johnston to adjourn. All aye, motion carried. Meeting was adjourned at 8:35PM.

Respectfully Submitted,



Michael L. Scott
Airport Manager

EXECUTIVE COMMITTEE MINUTES

Monday, July 13, 2009, 9:00 a.m.

Conference Room A260

Meeting called to order by Chairman Al Sebastiani at 9:05 a.m. Members present: Diane England, Dave Renner, Bev Ward, Cindy Loken and Al Sebastiani. Others present: Barb Petkovsek, Administrative Coordinator/Director of Finance; Jack Albert, Corporation Counsel/Personnel Director; Supervisor Joanne Sumpter; and Jane Gervais, Paralegal/Personnel Assistant.

The meeting was properly announced. **Motion by Ward/Loken** to approve the amended agenda. **Motion carried.**

Motion by Loken/England to approve the minutes of June 8, 2009. **Motion carried.**

No public participation or correspondence.

Discuss and/or act on forwarding Job Description Questionnaire Reclassification Request for Legal/Personnel Secretary (Corporation Counsel/Personnel Director's Office) on to Carlson Dettmann for review. Discussion was held. **Motion by Loken/Renner** to delay sending the JDQ to Carlson Dettmann for the Legal/Personnel Secretary until the Committee/County Board has acted on the positions for Corporation Counsel and Personnel Director. **Motion carried.**

Administrative Coordinator/Director of Finance Monthly Report. Barb Petkovsek gave her monthly report.

Corporation Counsel/Personnel Director Monthly Report. Jack Albert presented his monthly report.

Motion by Renner/England to recess for five minutes at 11:20 a.m. **Motion carried.** Chairman Al Sebastiani called the meeting back to order at 11:25 a.m.

Motion by Loken/Renner to convene in closed session per § 19.85(1)(c) & (1)(g), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Discuss Arbitration filed by AFSCME Local 1168 Courthouse Union for Grievance no. 051809 regarding compensation for Clerk/Receptionist, Veteran Service Office. Unit clarification settlement. **Motion carried.**

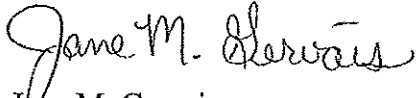
Motion by Loken/Renner to reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried.**

Motion by Loken/Ward to approve the purchase order voucher reports. Motion carried.

The next meeting is August 3, 2009, at 9:00 a.m. and the regular monthly meeting is August 10, 2009, at 9:00 a.m.

Motion by Loken/Renner to adjourn at 11:52 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jane M. Gervais".

Jane M. Gervais
Recording Secretary
Paralegal/Personnel Assistant

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

Health & Human Services Board

Meeting Minutes of July 10, 2009

Call to Order – The meeting was called to order at 9:00 am by Chairperson Pat Townsend.

Roll Call – Board members present: Diane England, Cindy Loken, Pat Townsend, Joanne Sumpter, Jack Allen, Maureen Bruce, Dr. Hatton, Teresa Harvey-Beversdorf and Karl Klingforth.

Staff present: Chuck Price, Linda McFarlin, Sandy Wormet, Diane Osborne, Mandy Stanley and Carol Johnson.

Approval of Agenda and Compliance with Open Meetings Law – The meeting was properly noticed. Motion to approve the agenda by Karl Klingforth, 2nd by Dr. Hatton. Motion carried by UVV (unanimous voice vote).

Approval of Minutes from June 12, 2009, HHSB meeting – Motion to approve minutes by Karl Klingforth, 2nd by Dr. Hatton. Motion carried by UVV.

Public Participation - none

Correspondence – none

Veterans Service –

Motion to approve VSO vouchers and financial report by Joanne Sumpter, 2nd by Teresa Harvey-Beversdorf. Motion carried by UVV.

HHSB

Financial Report – report was provided

Thrift Store financial report – report was provided

Conference & Workshop Requests – the committee was informed of upcoming conferences and/or workshops that had been approved in the 2009 budget.

Reports

Staff – written reports were provided and explained by each manager.

Discussion for recruitment of HHS vacant positions – Positions currently vacant include Intake/Access Specialist; Mental Health/AODA Counselor; Long Term Support Case Manager. Motion by Cindy Loken, 2nd by Dr. Hatton to approve the recruitment/hiring of these positions. Motion carried by UVV.

Presentation – Foster Care

Director's Report – Chuck Price gave the Board an update of what he has been working on in various areas of Health and Human Services, meetings and conference he's attended and upcoming meetings that he plans to attend.

Confirm Next Meeting Date – Friday, August 14th at 9:00 am.

Adjournment – Chairperson Townsend asked if there was any further business to consider. Hearing none, she declared the meeting adjourned at 11:00 am.

Minutes respectfully submitted by Beth Czerwinski

Health & Human Services Board

Meeting Minutes of July 28, 2009

Special Meeting

Call to Order – The meeting was called to order at 9:05 am by Vice-chair Cindy Loken.

Roll Call – Board members present: Diane England, Cindy Loken, Joanne Sumpter, Jack Allen, Maureen Bruce, Karl Klingforth and Teresa Harvey-Beversdorf. Dr. Hatton was excused.

Staff present: Chuck Price and Kenneth Rock (interim VSO).

Approval of Agenda and Compliance with Open Meetings Law – The meeting was properly noticed. Motion to approve the agenda by Karl Klingforth, 2nd by Maureen Bruce. Motion carried by UVV (unanimous voice vote).

Public Participation - none

Correspondence – none

Pat Townsend arrived at 9:20 and took over as Chair of the meeting.

Veterans Service – Kenneth Rock, the interim VSO provided the Board members with a VSO Policy & Procedures Manual that he had developed for Adams County. This has also been given to the Corp. Counsel and Administrative Coordinator for their review. Ken explained the document and answered any questions the group had.

Ken also presented a preliminary 2010 Budget for the Veteran Service Office. This was reviewed and will be forwarded to the Finance Department.

Confirm Next Meeting Date – Friday, August 14th at 9:00 am.

Adjournment – Chairperson Townsend asked if there was any further business to consider. Hearing none, she declared the meeting adjourned at 10:15 am.

Minutes submitted by Cindy Loken

THESE MINUTES HAVE NOT YET BEEN APPROVED BY THE COMMITTEE

Health Insurance Study Committee

Tuesday, July 28, 2009

9:00 a.m.

Conference Room A260

Supervisor Ward called the meeting to order.

Members present: Bev Ward, Terry James, Dave Carlson, Myrna Diemert, Dana Henriksen, Kathie Dye, Mary Ann Bays, Paul Negast, Jay Scott – AFG, Al Jaeger – AFG, and Barb Petkovsek.

Motion by Dye, second by Henriksen to approve the minutes at printed and presented. **Motion carried unanimously.**

Health Reimbursement Account (HRA) – Funding Analysis. The funding analysis with activity through June 2009 was distributed and reviewed. The funding level continues to remain appropriate to fund the claims being submitted.

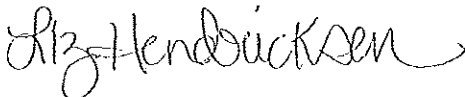
Wellness Committee Report. An update was provided by the co-chairs of the Wellness Committee, Dana and Kathie. The Committee is currently working on establishing a wellness plan including a mission statement and goals. The Committee is proposing a budget of \$10,000 with funding to come from the FICA savings on the medical premiums that are deducted tax-free. The budget would be allocated for \$4,000 for a health handbook to be distributed to all employees and \$6,000 for promotion of wellness activities, events and information. The health risk assessments are scheduled and sign up is currently taking place.

Plan Design Savings Factors/Potential Partial Self-Funding Savings. AFG presented a comparison of the County's current health plan to some alternate funding options that would be available to the County. The first column shows the current 2009 Unity Health Plan rate and the 2010 renewal rates proposed which includes a 17.92% increase (including state mandated changes to mental health parity, dependent coverage, and autism benefits) with HRA funding continuing at the 2009 levels. Option A was a Security Health Plan point of service plan which would be the same coverage through a different provider with an estimated increase of 36.75% over the current 2009 plan funding. Option B is a Unity health plan alternative that implements deductibles in the amount of \$1,500 for a single plan and \$3,000 for a family plan both in & out-of-network. By implementing these options the total funding for the plan would decrease by 6.70%. The County could contribute a portion of funding or fully fund an HRA/HSA (Health Savings Account) to cover the deductibles, but those costs would be in addition to the listed plan funding. Option C is another health plan through Unity which includes a smaller deductible of \$250 for a single plan and \$500 for a family plan in-network; and \$500 for a single plan and \$1,000 for a family plan out-of-network. The County could again contribute a portion of funding or fully fund an HRA/HAS; with those funds again being in addition to the current funding which would be a 10.65% increase in funding over 2009 rates.

HSA (Health Savings Account) Information/Education. Jay reviewed how a Health Savings Account (HSA) vs. Health Reimbursement Account (HRA) works. The HSA would open a health savings account in the employee's name and the county advances the funding to the employees, with a pre-determined amount; the funds are the employees to keep regardless if they use the funds in the plan year or not. The Committee reviewed and discussed the option presented.

For the next meeting AFG will continue to negotiate the premium with Unity and they will provide an analysis of the funding that would have been necessary if the County would have continued the self-funded plan. The next meeting will be on August 25th at 9:00 a.m. in conference room A260. **Motion** by Bays, second by Dye at 10:00 a.m. to adjourn. **Motion carried unanimously.**

Respectfully submitted,



Liz Hendricksen
Recording Secretary

ADAMS COUNTY HUMANE SOCIETY BOARD OF DIRECTORS
Minutes of the Board Meeting
July 9, 2009

Adams-Columbia Electric Cooperative – 4:15 pm

President Brenda Merkle called the regular meeting of the ACHS Board of Directors to order at 4:18 pm. The meeting was held at ACEC.

Those in attendance: Brenda Merkle, Chris Kulke, Lynn Moen, Patrick Gatterman and Mary Anne Keul.

Guests: Christina Ackerman and Cindy Loken.

Approval of Minutes: The minutes of 6/11/09 were approved by motion from Kulke, seconded by Moen.

Treasurer's Report: The June treasurer's report was reviewed. The vet expenses were very high, due in large measure to the number of animals taken in during June. In an attempt to reduce expenses, Christina indicated that she had signed up with Mid-West Vet and will order meds directly from them, rather from Dr. Hines, which will represent some savings. For example, a triple test for cats, which normally would run \$20 from Dr. Hines, will now be \$8 each. Because vet bills will continue to be high during the summer months, Mary Anne suggested that a meeting with Dr. Hines might be helpful to discuss possible ways in which the shelter might be able to save in their vet bills. Brenda and Mary Anne volunteered to go talk with Dr. Hines at his convenience after the board reviews the savings by ordering the meds directly from Mid-West Vet or another source. It was reported that Linda has been working on a budget to be presented in September to a budget meeting of the County Admin. and Finance Committee. Cindy Loken will check on the details and let us know when the meeting is to be scheduled. The Treasurer's Report was accepted on a motion by Chris, seconded by Mary Anne.

Manager's Report: The June Manager's Report was reviewed. Christina mentioned that the animal intake was up to 68 animals in June and that already in July she had 39 animals coming in the last eight days. In addition, animal control officer has been calling for her to open up the shelter to take animals in during odd hours of the night. A discussion followed concerning designating a holding area for incoming animals in the foyer of the entrance area for dogs as well as using the cat intake room for cats. If that were done, the entrance door as well as the next door would have to be rekeyed. The foyer door as well as the cat intake door would be keyed alike. The new ACO position would have a key to the holding area, but not into the shelter itself. The next step to take would be to talk to Lt. Dave July and Patrick volunteered to talk to him about implementing this plan. Christina explained that the computer program is working great

and when asked about providing codes for all of the board members, it was agreed that everyone should have a code. Because the number of cats is now over 80, Christina indicated that she has to be more critical about their long range tenure. Discussion was held about the possibility of having a "buy one get one free offer". The board thought that she could decide what sale price would be best. She was also encouraged to have a system to eliminate running out of litter, which can easily happen with so many cats at the shelter. Christina reported that she has a company that will most likely donate the air conditioning system for the dog area. It is likely that it will be done soon, as soon as some details are worked out. The Office of Health and Human Resources has been working with Christina and will provide her with 20 hr/week in personnel assistance. Donna Amedro has reached her 90 days of employment and Christina recommended an increase in pay. A raise of \$.40/hour (\$7.90 total) was approved to be followed by another review after 6 months. Also it was agreed that she should be given a key and code to the entrance door.

OLD BUSINESS

Employee Handbook:

Tardiness: A new section will be developed which will list the disciplinary procedure to be taken (i.e., written verbal discussion, followed by written notice, and then by termination) when excessive tardiness occurs. This procedure will be on the agenda for the next meeting.

Cell Phone Usage: The language in the handbook will be changed to state that employees can use their phones during their break and during lunch only. In addition, the manager is exempt from the cell phone usage policy.

Petpoint Software Printer: Brenda researched printers that would work with the Petpoint Software and suggested the HP Laser Yet P2035N, at a cost of \$329. Chris offered to check what his discount might be for that printer and get back to the board.

White Pages Phone Listing: Since Linda was not at this meeting and she was to call Verizon about the White Pages listing, this issue was tabled until the next meeting.

NEW BUSINESS

New Policy on the ACO and ACHS Working Relationship: Guidelines need to be developed and once established, the new ACO person(s) should be invited to the next board meeting at which time these guidelines would be reviewed and discussed. It was also mentioned that ACHS needs to have a contract with the County about the County's responsibility in picking up animals. This will be on the agenda at our next meeting.

Shelter Roofing Project on North Side: On the advice of our roofer, Roger Strand, the north side of the roof of the old section should be done before winter. The price would be \$1500 and Linda has the contract. Roger has indicated that he would save roofing material from his other jobs, thus eventually saving the shelter some money. The Board gave the go ahead to do the roofing.

Cement Pad: Chris will contact Larry and see what is the next step to finish up this work. Also there is some paint that was left from the cat room and it was suggested that, if it is suitable for the dog kennel area, that repainting be considered during the fall, if the dog population is down at all.

Review of Fund Raising Activities:

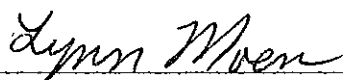
Garage Sale: Lynn indicated that she needed to have a copy of our liability insurance coverage as well as the check for the space for the next meeting of the Adams County Agricultural Society. Rome Parade: Parade details were reviewed. Brat Fry: Mary Anne reviewed the list of volunteers and the time schedule involved. Silent Auction and Spaghetti Dinner. The selection of the St. Joseph Center was finalized and the price for the dinner was set at \$7.00/person.

Adjourn: Motion made to adjourn at 6:21 pm. Motion carried.

Next BOD Meeting: August 20 at 5:30 pm at ACEC.

Next Fresh Ideas Committee Meeting: July 23 at 4:15 pm at the Community Center Conference Room.

Approved by:

	<u>8/11/09</u>
Lynn Moen, Secretary	Date

Land Information
Minutes for June 25, 2009 - 2:30 PM
Courthouse Conference Room A231

Chairman Al Sebastiani called the meeting to order. The meeting was properly announced

Roll Call: Al Sebastiani, Mary Ann Bays, Jodi Helgeson, Sue Theisen, Dawn McGhee, Barb Petkovsek, Phil McLaughlin and Jane Grabarski.

Motion by Jane, seconded by Mary Ann to approve the agenda. Motion carried unanimously.

Motion by Dawn, seconded by Sue to approve minutes. Motion carried unanimously

No further word on project partners for 2010 flight. Jodi brought examples of 12" vs 18" resolution photos.

Approximately 10 individuals have been identified to test out subscription site. Hopefully, we'll have some results back by end of year to move forward with advertising this. Jodi will send out link again to department heads to all assist in testing.

Nothing new to report on address book printing at this time. DNR will be updating their books in 2010 or 2011 depending upon funds. Question was raised as to county creating the platbook in the future. Will wait until GIS specialist is on board and also talk to 4-H Leaders about this.

Sue will be doing the data entry for the surveyors project. At end of year, money will be transferred into Real Property Lister account. Jodi, Mary Ann and Sue reviewed this with Corporation Counsel and he saw no issues with it. Everyone agreed that this would work.

GIS Specialist will be starting August 10th.

Jodi will begin to prepare 2010 budget. Discussion regarding update of land records system as a whole. Will work with GIS Specialist to assist in this.

Roundtable: Phil is still waiting in permit program. Jodi brought up discussion regarding possible flat fee resolution for change of recording fees.

Next meeting tentatively set for August 20, 2009 at 2:30 PM

Motion by Mary Ann, seconded by Jodi to adjourn

Meeting was adjourned at 3:00 PM

Respectfully submitted,
Jodi Helgeson-Acting Secretary

Adams County Local Emergency Planning Committee

February 9, 2009

A meeting of the Adams County Local Emergency Planning Committee (LEPC) was held Monday February 9, 2009 in Room A231, Adams County Courthouse. Vice Chair Florence Johnson called the meeting to order at 9:30 AM. The meeting was properly announced.

Roll call of members showed present: Florence Johnson, vice chair and county board representative; Darrell Renner, Sheriff; Jane Grabarski, Emergency Management; Todd Hanson, City of Adams Police; Scott Firlus, Wisconsin River Cooperative; John Schwingel (for Jodi Stormoen) WI DNR; Heidi Roekle, WDKM Radio; and David July, Chief Deputy. Excused/absent were: Dean Morgan, Chair and county board representative; Linda McFarlin, Public Health; Ron Chamberlain, Highway; John Frantz, Rome Fire Department; Jane Bader, Times-Reporter Printing Company; and David Howard, Moundview Memorial Hospital. Also present was Pam Oxman, American Red Cross district office director.

Motion: to approve the minutes of the August 18, 2008 meeting as printed by Hanson/Renner. All in favor, approved.

Countywide Level B Hazmat Team status:

Discussion was held that negotiations with Juneau County to provide contracted service with their existing Level B Hazardous Materials team continue at a slow pace. The proposed annual contract cost to Adams County will be \$8000 with funds coming from existing hazmat carryover account, not the general or contingency funds.

Motion: to approve a letter from the Adams County LEPC designating Juneau County as the Level B Hazardous Material team contracted for service for all of Adams County by Renner/Firlus. All in favor, approved. This letter is a requirement of the Adams County Strategic Plan.

A resolution designating Juneau County as the contracted Level B Hazardous Material team was discussed. Juneau County will be contacted to see if they have developed a resolution that can be brought before our Public Safety & Judiciary committee and the Adams County Board for their approvals. This resolution is also a requirement of the Adams County Strategic Plan.

The Level A Hazmat team covering Adams County is based in Oshkosh/Appleton area with a minimum response time of 2 – 2 ½ hours. This team can only be dispatched by the State of Wisconsin when specific spill or release conditions are met. Adams County has been fortunate to this point not incurring a serious hazardous materials spill or release affecting our population or our resources.

Incident: Adams County had a hazardous materials tanker hauling ethanol overturn on State Road 21 on February 1, 2009 that required 9 hours of mutual aid from the Marquette County Hazardous Materials team. The cost of this response will be billed to the trucking company. If there was not a responsible spiller, the costs would be borne by State of Wisconsin funds.

2008 Emergency Planning & Community Right to Know Computer & Equipment Grant (EPCRA) status:

The EPCRA computer grant application in the amount of \$10,000.00 was due February 4, 2009. A request for an extension has been applied for and approved pending the Hazmat contract finalization. Juneau County Hazmat will be determining the needed equipment and computers for this grant money.

Adams County Local Emergency Planning Committee

August 10, 2009

A meeting of the Adams County Local Emergency Planning Committee (LEPC) was held Monday August 10, 2009 in Room A231, Adams County Courthouse. Chair Dean Morgan called the meeting to order at 9:30 AM. The meeting was properly announced.

Roll call of members showed present: Dean Morgan, Chair and county board representative, Florence Johnson, vice chair and county board representative; Darrell Renner, Sheriff; Ron Chamberlain, Highway Commissioner; Jane Grabarski, Emergency Management; Todd Hanson, City of Adams Police; Scott Firlus, Wisconsin River Cooperative; Jodi Stormoen WI DNR; Isolina Jackson (for Heidi Roekle), WDKM Radio; John Frantz, Rome Fire Department; and Linda McFarlin, Public Health. Excused/absent were: Scott Switzer, Moundview Memorial Hospital and Pam Oxman, American Red Cross district office director.

Motion: to approve the minutes of the February 9, 2009 meeting as printed by Chamberlain/Firlus. All in favor, approved.

Policy & Procedure for Review of Hazmat Reimbursement Claims, review of:

Motion: to approve current Policy & Procedure Review of Hazmat Reimbursement Claims and bring forward any proposed changes when a Juneau County Hazmat contract is finalized to the next meeting of this committee by Johnson/Renner. All in favor, approved.

Countywide Level B Hazmat Team status:

Discussion was held that negotiations with Juneau County to provide contracted service for Countywide Level B Hazardous Materials team continue at a slow pace. Six applications have been received to date. Seven are needed. Corporation Counsels are actively working toward a contract agreeable to both parties. Juneau is seeking a clause to renegotiate annually to contract cost. The proposed annual contract cost to Adams County will be \$8000 with funds coming from existing hazmat carryover account, not the general or contingency funds. We are seeking to have an executed contract in place by September 30, 2009 so the \$10,000 computer and equipment allocated grant funds can be implemented. If not, the monies will be reallocated elsewhere in the state.

2009 Emergency Planning & Community Right to Know Planning Grant:

Adams County has been allocated \$5698 for office operations to create and update off-site hazard plans for facilities within the county. The updates for all six of our plans have been submitted to Wisconsin Emergency Management for approval prior to the September 30, 2009 deadline – three have been approved and three are awaiting approval.

2009 Emergency Planning & Community Right to Know Computer & Equipment Grant (EPCRA) status:

The EPCRA computer and equipment grant application in the amount of \$10,000.00 is submitted and approved. Access to these monies is dependent on having an executed contract in place with Juneau County by the September 30, 2009 deadline.

Off-Site Plans for Facilities with Extremely Hazardous Chemicals:

The LEPC reviewed the six off-site facility plans that are currently in place within the county. Each must be updated annually and filed with Wisconsin Emergency Management as well as the local law enforcement and fire departments who may respond to an emergency at these locations. Adjoining counties may receive the plan if the emergency is such that it could involve their county.

LEPC Meeting
February 9, 2009
Page Two

Local Emergency Planning Committee (LEPC) Bylaws, review of:

Motion: to approve the current LEPC Bylaws with the date of February 2008 by Firlus/Renner. All in favor, approved.

LEPC Members, review & recommendation for appointment:

Motion: the LEPC recommends the Public Safety & Judiciary Committee forward to the County Board the following for appointment to the LEPC by Firlus/Roekle: Scott Switzer, Moundview Memorial Hospital and Clinics (replacing David Howard); Marcia Kaye, Times-Reporter Printing (replacing Jane Bader); addition of Pam Oxman, American Red Cross. All in favor, approved. Grabarski to verify the Switzer and Kaye appointments with their employers.

Policy & Procedure for Review of Hazmat Reimbursement Claims, review of:

Motion: to table this review item until the Juneau County Hazmat contract is finalized as they may have their own policy and procedure to the next meeting of this committee by Firlus/Hanson. All in favor, approved. Our current policy and procedure will remain in effect until a contract is signed.

Local Emergency Planning Committee (LEPC) Compliance Inspector, designation:

Motion: to designate the State of Wisconsin as the Compliance Inspector for Adams County LEPC by Roekle/Firlus. All in favor, approved.

Adams Countywide Strategic Plan, update of:

Grabarski discussed the proposed changes needed to update the Adams Countywide Strategic Plan that develops policies and procedures for responding to hazardous materials incidents and/or incidents. Tier II reports for 2008 from facilities with extremely hazardous chemicals or other hazardous materials are due by March 1 and will be incorporated into our plan when received in the office.

Currently there are three EPCRA Offsite Plans out to the facilities for updates. The remaining three are due for updates prior to September 30, 2009 to meet state guidelines.

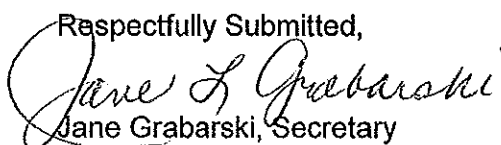
Public Input:

There was no public input. Grabarski did share the exercise program the county has been involved in since the start of 2008. There have been six exercises with four of them being four-county exercises with counties of Adams, Juneau, Columbia and Sauk. Two upcoming EPCRA exercises are planned for May and June with the Quincy and New Chester Fire Departments.

Next meeting date of this committee will be Monday August 10, 2008 at 9:30 AM.

Motion to adjourn Hanson/Firlus. All in favor, approved. Meeting adjourned at 10:05 AM.

Respectfully Submitted,


Jane Grabarski, Secretary

LEPC Meeting
August 10, 2009
Page Two

LEPC Members, review & recommendation for appointment:

Motion: the LEPC recommends the Public Safety & Judiciary Committee forward to the County Board the following for appointment to the LEPC by Chamberlain/Firlus: Isolina Jackson, WDKM station manager (replacing Heidi Roekle). All in favor, approved.

Public Input:

There was no public input.

Next meeting date of this committee will be Monday February 8, 2009 at 9:30 AM. Location to be determined.

Motion to adjourn Firlus/Hanson. All in favor, approved. Meeting adjourned at 9:50 AM.

Respectfully Submitted,

Jane Grabarski, Secretary

These minutes have not been approved by this committee.

**Adams County Library
Board Minutes
7/27/09**

The meeting was called to order by President Nelson at 1:05 p.m. Present were Nelson, Heideman, Director Calef, Townsend, and Albrecht. Renner arrived at 1:15. Kreten was excused. Challoner was absent.

President Nelson verified that the meeting was properly announced.

Motion to approve the agenda was made by Townsend, 2nd by Heideman, and carried unanimously.

Public input was invited. No members of the public were in attendance.

Motion to approve the minutes of the June meeting was made by Townsend, 2nd by Heideman and carried unanimously.

The monthly bills were reviewed and initialed.

Motion to approve the Financial Report as mailed was made by Albrecht, 2nd by Townsend and carried unanimously.

Communications & Reports:

Calef discussed a letter from LINK explaining that the DPI will apply for Stimulus Money to use toward broad band. Broad band will be added to the Adams County Library at no cost.

South Central Library System report:

Nelson announced that there was acceptance of the venue and menu for the South Central dinner in the fall. There is a new tech person at South Central. LINK will be dissolved and a new governing board for the new system will be created. Adams County Library Board members will be asked to approve this change in November or December. Funding cuts were discussed and the use of Stimulus Money to offset will be considered. There were a few book challenges – all have been resolved. System administration will be moving in late November.

Director's Report:

- A. Circulation for June was 9234 compare to 8256 last year. The total for the year is 53,697 compared to 46,785 in 2008.
- B. Neither PLAC nor LINK met in July. PLAC will meet Aug. 6th & LINK Aug. 13th. The LINK budget for 2010 was approved at the June meeting. Our costs will be going up \$610. This money will transfer to the new system.
- C. Sharon Christensen decided not to accept the Library Assistant I position. The position was advertised in the newspaper and about 25 people applied. There were several excellent applicants. Rene Elkington and Jane Gervais interviewed applicants on July 23rd. Susan Moran was selected with Megan Ware as the alternate. Hopefully, Susan will begin about Aug. 12th. Obviously, working short staffed for a couple of months put a strain on staff. Happily, Taft was able to get away on vacation in July and Klopotek is off this week.

- D. Barb Albrecht has expressed an interest in continuing to serve on the Library Board. Calef spoke with Steve LaVallee (A-F School District Administrator) and he indicated he would be happy to have Barb continue to represent the school district even though she is no longer employed by the district. Consequently, the board will remain the same and will not have to expand to a 9 member board.
- E. Calef has begun work on the 2010 budget and we can discuss and approve it at the August meeting.
- F. The Friends of the Library brat fry went well. Thanks to everyone who turned out to help. Margo Beaver reported over \$400 was raised.
- G. We have considered additional shelving for the adult area. Cost will be about \$3,000. Space needs due to the continued increase in library use were discussed. Possible changes to current areas were considered.
- H. The annual book sale is looming up – July 30th, 31st & Aug. 1st. There will be a pre-sale on Wednesday, July 29th for board members, Friends of the Library & volunteers.

Color Copier Discussion:

A new color copier would cost about \$4,000. It would provide color copies to the public at a cost and be good PR for the library – many patrons have requested color copies. The money to purchase the copier would come from the savings account created by library fines.

Motion to approve the purchase and installation of a color copier was made by Townsend, 2nd by Heideman and carried unanimously.

Library Scrapbook:

Ms. Wilson will be working on the scrapbook and reporting to the library board monthly.

Closed Session:

Motion to adjourn to closed session per Sec. 19.85(1)(c), Wis. Stats., to evaluate Director Calef was made by Nelson and 2nd by Heideman. Heideman = yes, Townsend = yes, Renner = yes, Nelson = yes, and Albrecht = yes.

Motion to reconvene in open session per Sec. 19.85(2), Wis. Stats. was made by Heideman, 2nd by Townsend. Nelson = yes, Heideman = yes, Renner = yes, Townsend = yes and Albrecht = yes.

Identify possible upcoming items for future meetings:

1. Review and approve the budget for next year.
2. Revised policies disseminated.

Adjourned at 1:45 p.m.

The next meeting will be held Monday, August 24, 2009, at 1:00 p.m. at the Adams County Library.

Respectfully submitted by Barb Albrecht, Secretary

PLANNING & DEVELOPMENT COMMITTEE MEETING

DATE: July 6, 2009

TIME: 9:00 a.m.

PLACE: Room A231

Present: All members were present.

Call to Order: Chair Licitar called the meeting to order at 9:02 a.m.

Was the meeting properly announced? Yes

Approve Agenda: Motion by Sumpter and seconded by Stuchlak to approve the agenda. Motion passed unanimously.

Approval of Minutes: Motion by Sumpter and seconded by Stuchlak to approve the minutes from the June 8th Planning & Development Committee Meeting. Motion passed unanimously.

Register of Deeds: Helgeson informed the committee that there is a possible timeshare coming to Adams County. Helgeson reported that she will be out starting August 4th due to knee surgery and also shared positive feedback on the internet site for Land Information.

Easton Update: Murphy gave a brief update.

Wildlife Abatement and Claims Program: No Report

WDNR: No Report

NRCS: Carlton Peterson reported that they are still moving through the EQIP process with the applicants, including 5 from Adams County.

Central Wisconsin Windshed Partners: No meeting

NCLWCA: No Report

RC&D Golden Sands: No Report. Next meeting is July 16th.

USDA: Colby reported on June 9th meeting.

Hydro Research Status: Murphy reported that he had a meeting with Randy Mueller of Steinbine. They toured the dams and Mueller determined that due to their structures, Steinbine's technology may not be well-suited for the Tri-Lakes dams. Randy Mueller took blue prints back to their engineer to look over, but he said it's not looking favorable. Stuchlak researched into other companies to find that most are focusing on research & development.

Big Spring Restoration Project: Murphy reported. The bid invitation has been sent out and noticed in the paper.

Watershed Activities: Murphy explained that Adams County utilizes the watershed advisory

groups to help create projects in the county, mostly with an educational emphasis. Don Fornasiere offered updates on the 14-Mile Creek activities. Murphy informed the committee that the Big Roche-A-Cri Watershed Advisory Group is focusing on aquatic & terrestrial invasive species education by placing posters & mailing out an informational flyer to all the watershed residents. Murphy also shared that the Duck Creek Watershed Advisory Group is focusing on groundwater education with a Groundwater Workshop coming up at the end of July. A flyer is also being mailed to the Duck Creek residents about the workshop. Murphy stated that there are no other active watershed projects at this time.

Arrowhead Dam Stability Summary: Arrowhead Lake Association has reviewed Ayres Associates summary & recommendations. Murphy suggested discussing the recommendations further at a future meeting and inviting Chris Goodwin from Ayres Associates for the purpose of including any recommendations in the 2010 budget.

Agricultural Concerns: Murphy informed the committee that Jay Hammerly has spring water entering his manure storage pit. Mark Steinfest, NRCS Area Civil Engineering Technician, is investigating the situation to determine the cause of the problem. The committee decided to wait for the report from Steinfest before continuing the discussion.

Lake Level Monitors: Murphy informed the committee that the monitors need to be recalibrated every 3 months due to satellite drift. It was determined that LWCD could state this information on the County website to avoid any confusion or panic while the recalibration & adjustments are taking place.

Fair Booth: Stuchlak informed the committee that it would be \$60 for a booth and that Jim Grabarski said they would most likely be taking applications until August 1st. Murphy said the booth could focus on both water quality & Shoreland Protection Ordinance education. Motion by James and seconded by Sumpter to move forward with a booth at the 2009 Adams County Fair. Motion passed unanimously.

Recording Meetings: James requested that each meeting be recorded for future reference if needed. Keckeisen suggested the county invest in digital recorders instead of tape recorders to be able to utilize the recordings on the website, e-mail, or put on a disk for distribution. Motion by James and seconded by Keckeisen to record meetings starting in August, and suggest getting digital recorders to keep in each meeting room. Motion passed unanimously.

Department Head Evaluations: James shared the idea of a closed session department head evaluation 1 or 2 times per year, while also giving the department heads time to give the committee input. Murphy suggested bringing the idea to the Ad Hoc committee to try and make it a uniform policy in the County. Motion by James and seconded by Stuchlak to have an annual department head evaluation in December or January and suggest making it a countywide policy. Motion passed unanimously.

Staff Reports: Discussion occurred.

Cost-Sharing Contracts: None

Travel & Training requests: None

Communications: Murphy reported that things came out great in terms of the State Budget. He shared an invitation to a Gasification educational event with the committee. LWCD has received 2 Shoreland Protection Maintenance Agreements so far – Robb Kahl and Richard Matzke, but no word from P&Z if they've been approved or not.

Financial Report: None

August Items:

- Discuss Lake Level Monitors
- Arrowhead Dam in regards to Ski Team
- Easton Bid Opening
- Report on Hammerly's Animal Waste Storage System

Motion by Keckeisen and seconded by Stuchlak to take a short recess at 10:47 a.m. Motion passed unanimously.

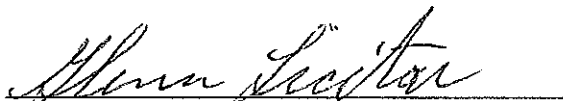
Chair Licitar called the meeting back to order at 10:56 a.m.

Closed Session: Motion by Sumpter and seconded by Stuchlak at 10:57 a.m. to move into closed session per § 19.85(1)(c), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss Conservation Engineering Technician position. Motion by Sumpter and seconded by Breene reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. Motion carried at 11:36 a.m. Motion by James and seconded by Stuchlak to repost the Conservation Engineering Technician position.

Next meeting:

Regular Meeting – Monday, August 10 at 8:15 a.m.

Motion by Colby and seconded by Stuchlak to adjourn at 11:37 a.m. Motion passed unanimously.



Submitted by:
Glenn Licitar
Planning & Development Committee Chair



Minutes taken by:
Mandy Brownell
Conservation Clerk

Resources and Recreation Committee Meeting
Courthouse Conference Room A231
July 14, 2009 9:00 a.m.

Call to Order: Meeting was called to order at 9:07 a.m. by Chairperson Dehmlow.

The meeting was properly announced.

Roll Call: Committee Members: Committee Chairperson Fran Dehmlow, Gary Hartley, Joe Stuchlak, Dave Renner, and Glenn Licitar. Others present: Fred Nickel – Director Parks/Recreation, Darren Tolley – Petenwell Park Manager, Mark Miller, Castle Rock Park Manager, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Darrin Johnson – WRPCO, and Betty Licitar – Concerned Citizen.

Approve Agenda: Motion by Stuchlak/Hartley to approve the agenda as printed. Motion carried by unanimous vote. Chairperson did not vote.

Previous Minutes: Motion by Licitar/Renner to approve the June 11, 2009, minutes as printed. Motion carried by unanimous vote. Chairperson did not vote.

Agenda Items:

Committee Recreation Report: Stuchlak stated he visited Fawn Lake and it was in fine condition.

Correspondences: Fred read a letter from WRPCO thanking him for meeting him at DelAire Campground and Marina to discuss the possibility of a long-term lease agreement with the County. Mr. Johnson will meet the Resource and Recreation Committee and Director to discuss and tour the site August 5, 2009, 6:00 p.m. Committee will tour Castle Rock Park following DelAire.

Special User Requests: Motion by Renner/Stuchlak to approve the Faith in Action of Adams County group's request to hold a pancake breakfast fundraiser at Petenwell Park September 5, 2009, per Adams County Park Ordinance # 6-2008. Motion carried by unanimous vote. Chairperson did not vote.

Motion by Renner/Stuchlak to approve the Abate motorcycle group's "Bikes to Bogs" ride rest stop at Castle Rock County Park without paying a user fee; however, group may not sell concessions. Motion carried by unanimous vote. Chairperson did not vote.

Public Participation: None.

Vehicle(s) Replacement Resolution: Committee signed the resolution to be forwarded to County Board for approval. Dehmlow stated for the record that A-F Motors should not of drawn up the specs for the truck bids.

County Appreciation Days: Motion by Stuchlak/Hartley to make County Appreciation Days an annual event which would coincide with the State of Wisconsin's free fishing days or the first weekend in June if the free fishing days were discontinued, with it starting Friday at 3:00 p.m., and ending on Sunday at 3:00 p.m. Motion carried by unanimous vote. Chairperson did not vote.

Outlying Parks: Director reported the Big Roche-A-Cri boat landing was partially destroyed when a vehicle that went into the water was being removed. The insurance companies are notified and repair estimates are being submitted.

A LTE is expected to be hired to work with the Southern Caretaker to replace a Community Service worker who is done with the program.

ATV Trail Development: Coordinator reported Dehmlo Trucking's been grading the trail and the Highway Department will be paving the approach to 18th Drive next week. The fencing will begin July 16, 2009, with new LTE's being hired specifically for this project. The entire project including the LTE's wages should come in State budget appropriation.

The Department recently received the July 2009-July 2010 State grant of \$9,675.00 for the ATV trails.

Snowmobile Trails Report: Coordinator finished the supplemental 2007-2008 audit in June. Department is eligible to receive \$55,225.00 in State funding for the 2009-2010 grant.

Employee Status Report(s): Castle Rock Park recently hired a part-time LTE for pumping human refuse. The Park Patrol person has been patrolling both parks.

Equipment Purchase(s): Director will discuss a mower replacement for Castle Rock Park with the Administrative Coordinator/Director of Finance.

Revenue Report: Committee reviewed. Motion by Hartley/Stuchlak to approve the revenue report as presented. Motion carried by unanimous vote. Chairperson did not vote. Chairperson requested a detailed report on electric revenues and expenditures for the period of December 1, 2008 – April 1, 2009, for Castle Rock and Petenwell Parks, to be presented at the August Committee meeting.

Expense Check Summary Report: Reviewed by Committee.

Future Agenda Items: Electric revenues and expenditures.

Next Meeting Date: August 5, 2009, 6:00 p.m., DelAire Campground to tour facilities, followed by touring Castle Rock Park. The next regular monthly meeting is scheduled for August 12, 9:00 a.m., Courthouse Conference Room A231.

Adjourn: Motion by Renner/Stuchlak to adjourn at 10:03 a.m. Motion carried by unanimous vote. Chairperson did not vote.

Submitted by,

Glenn Licitar
Committee Secretary

Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper.
These minutes have not been approved by the Resource and Recreation Committee

Resource & Recreation Committee
Minutes of Meeting
August 4, 2009 @ 9:00 AM
Adams County Community Center
569 N. Cedar Street, Room 123
Adams, WI 53910

1. **Call to Order:** Meeting was called to order at 9:00 AM, in Room 103, Adams County Community Center by Chair Dehmlow.
2. **Roll Call:** Board Members: Stuchlak, Dehmlow, Hartley, Renner and Licitar. Agents present Felts-Podoll and Swensen. Genrich was excused.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Stuchlak and Second by Hartley to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Stuchlak Second by Hartley to accept minutes of the Resource & Recreation Committee of July 10, 2009 as presented. Motion carried.
6. **Public Participation:** None
7. **Extension Communication:** None.
8. **Items for Action or Discussion:**
 - a) **Review Financial Statements:** No financial statements were available for review due to the early date of the meeting.
 - b) **Review and Place on File Monthly Reports of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll and Approve Out-of-County Calendars –** Motion by Licitar Second by Hartley to place Monthly Reports on file and approve out of county travel for agents. Motion carried.
 - c) **WACEC Questionnaire:** Committee members answered questions that will be used at the January 8th WACEC Meeting regarding Extension. These are the questions asked and answers given:

What is it about your County Cooperative Extension Office that you are most proud of?

 - Staff works to find grants to bring in new programs or assist with funding present programs.
 - There is a high level of expertise and qualifications of our staff.
 - There is a depth of knowledge that our staff shares in a variety of programs for the community.
 - Our staff is very involved in the community and their impacts are far reaching.
 - Our staff is well connected and work with many partners to deliver educational programs and services.

What challenges are facing Cooperative Extension in your county?

 - Budget dollars at the county level.
 - Concern of funding Extension with state and federal support as well.
 - Extension is needed more than ever due to tough economic times – we need to find ways to keep Extension offering programming to families in need of their services.
 - Less volunteers to assist with program outreach. People are interested in being episodic volunteers rather than “lifetime”.

- Families/businesses etc., have to do more with less money. Extension is needed to help them.

What could Cooperative Extension do to become more effective in your county?

- Provide programming and training to County Board, public officials about nuts and bolts of running government. Programs need to be local, not traveling to other locations.
- Invite County Board members including Extension Committee members to educational events so they are better prepared to talk about what is happening locally.

As part of our 2010 WACEC meeting on January 8, we are inviting members to engage in a series of 20 minute conversations on topics relevant to Cooperative Extension in WACEC District 3. Please share any ideas you have for topics of discussion.

How can Extension Committee members be most effective in promoting UW-Extension? Provide examples of how Extension Committee members in Central District promote their local Extension office.

- d) County Budget Review: Motion by Licitar Second by Hartley to move the Extension budget onto the Finance Committee with an operating budget section reduced by \$3,800.00. Motion carried.
- e) State Furloughs Without Pay: Mandatory dates are November 27, 2009, January 4th, March 22nd and May 24th 2010. Extension staff can not be in the office, use cell phones, computers for county/state business or be programming in the County. The weeks in which a furlough is taken Extension staff can not work over 32 hours.

State furloughs effect Don Genrich, Jennifer Swensen, Edie Felts-Podoll (at 54%), Theresa Wimann, Sharon Volkening-Wolfe, Mary Premo and Julie Roseberry.

Four additional furlough days need to be taken before June 30, 2010.

The Extension office will remain open on January 4th, March 22nd and May 24th 2010 with county staff Linda Arneson, Larry Arneson and Pat Johnson.

9. Set Next Meeting Date: Motion by Stuchlak Second by Renner to set September 1st or 3rd 2009 at 9:00 a.m., in room 103 of the Adams County Community Center for the next meeting. Motion carried. Actual date will be confirmed by August 8th.
10. Agenda Items for Next Meeting:
 - County Budget
 - Space Study
11. Adjourn: Motion by Renner and Second by Hartley adjourn until 9:00 a.m., at the September date to be confirmed at the Adams County Community Center. Motion carried. Meeting adjourned at 11:00A.M.

Minutes taken by Edie Felts-Podoll
Family Living Educator
UW-Extension, Adams County

Glenn Licitar, Committee Secretary

These minutes have not been approved by the Resource & Recreation Committee.

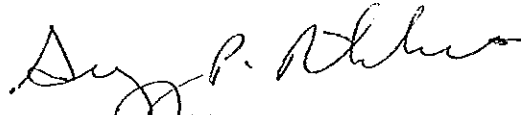
ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
(608)-339-4226 (608)-339-3808
P.O. BOX 187 -- FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 429
August 5, 2009
Report for the month of July 2009

Work was continued in the Town of Rome on the Monument Maintenance Program.

I am continuing with the duties of my office and responding to inquiries from the public and county personnel.

Respectfully Submitted;

A handwritten signature in black ink, appearing to read "Gregory P. Rhinehart", written in a cursive style.

Gregory P. Rhinehart,
Adams County Surveyor

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
P.O. BOX 187, FRIENDSHIP, WI 53934
(608) 339-4226

SUMMARY OF ACCOUNTS 2009

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,600.00	\$21,900.00	\$ 500.00
JANUARY	300.00		100.00
Balance	\$3,300.00	\$21,900.00	\$ 400.00
FEBRUARY	300.00	10,785.62	
Balance	\$3,000.00	\$11,114.38	\$ 400.00
MARCH	300.00		
Balance	\$2,700.00	\$11,114.38	\$ 400.00
APRIL	300.00	6,655.46	
Balance	\$2,400.00	\$ 4,458.92	\$ 400.00
MAY	300.00		
Balance	\$2,100.00	\$ 4,458.92	\$ 400.00
JUNE	300.00		
Balance	\$1,800.00	\$ 4,458.92	\$ 400.00
JULY	300.00		
Balance	\$1,500.00	\$ 4,458.92	\$ 400.00
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
GrandTotal \$			